



POSITION DESCRIPTION

TITLE: CONSERVATION SPECIALIST

CLASSIFICATION: FULL-TIME

Position eligible for full benefits in accordance with SWCD policies

SALARY: \$45,000 - \$75,000/YR Pay dependent on qualifications and experience.

SUMMARY

Working under the supervision of the District Manager and the Carlton SWCD Board.

The Conservation Specialist is an advanced position that will focus on water resource management and requires in-depth knowledge of conservation practices, state and federal conservation programs, and proven project and grant management experience. The position will promote and implement watershed projects and programs including water quality monitoring, watershed management planning and implementation (1W1P), stream restoration, civic engagement and special projects with local, state and federal agencies, conservation groups and private landowners. Project work will include outside fieldwork, office time, and travel for local and regional meetings.

DUTIES

Comprehensive Watershed Management (45%)

Lead One Watershed-One Plan (1W1P) projects in partnership with Carlton County to deliver planning and conservation implementation in all 4 of Carlton Counties Major Watersheds (Nemadji, Lower St. Louis, Upper Mississippi, and Kettle).

- Plan and track funding for Carlton SWCD projects in all 4 major watersheds in cooperation with watershed partners.
- Maintain accurate records for all 1 Watershed 1 Plan (1W1P) funding in all 4 major watershed projects.
- Prepare and submit annual reports as required.

Project Implementation (40%)

- Identify special projects to address conservation implementation identified in state, federal and local water quality plans.
- Assist SWCD to secure funding by writing grants for special projects. Execute work plan items for special projects.
- Complete special project reporting as required by fund source.
- Conduct partner agency meetings as needed for project direction.
- Complete necessary environmental review and permitting requirements.
- Lead new initiatives at planning phase (i.e. climate)
- Lead implementation projects with private landowners and partners. Design and implement practices that protect and restore water quality and/or work with private consulting firms to design and implement projects.



Water Monitoring (15%)

Responsible for implementation of all technical aspects of multiple water resource monitoring programs to include:

- Water quality monitoring including: installation, operation and maintenance of monitoring equipment, submitting samples for lab analysis, and accurate recording, storage, and submission of all data collected from the monitoring program.
- Coordinate volunteers in collection of field samples for lab analysis.
- Participate in local and regional forums to discuss Carlton County water quality issues to enhance county water quality data.

Administrative (<5%)

Assist SWCD with special projects reports, and other programs and duties as assigned.

- Assist with SWCD Events such as annual banquet, civic engagement meetings, Arbor Day tree planting, and others as assigned.
- Assist with SWCD vehicle maintenance.
- Keep detailed time records and prepare biweekly pay period time sheets, monthly board report, annual accomplishment report, and other reports as requested.
- Prepare media releases as needed.
- Coordinate pertinent project and program information posts on SWCD social media platforms.
- Maintain GIS Data in SWCD database.
- Coordinate GIS data acquisition for use by SWCD staff.

POSITION REQUIREMENTS:

Education

- A four-year degree in Natural Resources, Biology, Ecological Sciences, Hydrology or closely related field. Applicable experience may substitute for a four-year degree.

Experience

- Strong writing and verbal communication skills sufficient to disseminate highly technical information to local citizens and board members.
- Knowledge of local land use practices and interactions with ground and surface water.
- Comfortable speaking to large and small groups of varying demographics.
- Experience working with limited supervision and taking direction from multiple sources.
- Ability to handle multiple projects and programs simultaneously.
- Accounting and/or budgeting experience.
- Knowledge of governmental agencies (MPCA, BWSR, DNR, NRCS, County and SWCD).
- Knowledge of local board operations.
- Familiar with standard office equipment such as computers, phones, and photocopiers.
- Valid driver's license and ability to operate a standard transmission vehicle.

**Preferred Requirements**

- Proven proficiency in project management and grant writing.
- Ability to lead meeting and facilitate discussions
- Excellent communication, organizational and interpersonal skills.
- Experience with basic water monitoring techniques
- Experience managing conservation projects from start to finish
- Familiarity with MN Board of Water and Soil Resources (BWSR) E Link reporting system.

Computer Skills:

- Proficient with GSuite programs including Google Docs, Sheets, Forms and Gmail as well as Microsoft Word, Excel, PowerPoint and Publisher.
- Experience with handheld GPS units and ArcView Programs.

Physical Demands

- Requires frequent lifting of items weighing up to 60 pounds and walking in rough terrain.
- Requires working in all weather conditions.
- Requires operation of watercraft for water sampling.

Travel

Travel required primarily in Carlton County and surrounding counties with occasional meetings in St. Paul. Use of a personal vehicle may be occasionally required. Expenses incurred during travel status are reimbursable in accordance with SWCD policies.

EEO (EQUAL OPPORTUNITY EMPLOYER) The Carlton County SWCD is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.

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