



PROGRAM SPECIALIST

Non-Dakota County Recruitment

Job # 55263.17.SWCD1

POSTING TYPE: Open-competitive

DEPARTMENT: Dakota County Soil and Water Conservation District (SWCD)

HOURS: Full Time, 40 hrs p/wk

HIRING RANGE: \$47,073 - 58,841 (DOQ)

SALARY RANGE: \$47,073 - 73,551/year (2018 Rates)

LOCATION: Dakota County Extension and Conservation Center, Farmington, MN

UNION: None

CLOSE DATE: 4:30 p.m. on Friday, December 8, 2017

**** This is a non-Dakota County recruitment. To apply, send BOTH a cover letter and resume to the contact listed at the bottom of this posting announcement.****

The primary objective of this position is to provide assistance to a variety of District's Programs including technical, administrative and educational tasks. The Program Assistant will report to the District Manager but will work in a team environment with staff from SWCD, County Departments and a variety of local, state and federal organizations. Continued professional development to improve knowledge, skills and abilities related to organizational programs is involved with this position.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in natural resource management, water resources, environmental education, watershed management, hydrology, engineering or related resource management field; AND
- One year of experience with technical, administrative or outreach activities related to natural resource conservation; OR
- Any combination of education and experience, to equal or exceed 5 years, which demonstrates an ability to perform the essential functions of the position; AND
- Valid Minnesota driver's license.

PREFERRED QUALIFICATIONS BEYOND MINIMUM REQUIRED:

- Bachelor's Degree in natural resource management, water resources, environmental education, watershed management, hydrology, engineering or related resource management field.

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required.

1. Provide general administrative functions and serve as initial contact for customers.
2. Provide information to landowners on various conservation programs and activities.
3. Assist with water monitoring tasks including sample collection and reporting.
4. Assist with the technical aspects of various programs including survey, design and construction documentation.
5. Assist with developing and coordinating newsletter articles, brochures, fact sheets,

- workshops or other public outreach efforts.
6. Work cooperatively with federal, state and local agencies to promote conservation programs.
 7. Assist with grant writing and grant reporting.
 8. Assist with GIS functions, web based reporting and web site development and maintenance.
 9. Assist with general office management tasks including but not limited to customer assistance, database management and administrative functions.
 10. Assists with preparation of Board meeting materials and distributing information.

ESSENTIAL JOB FUNCTIONS: Duties 1 – 10 are essential functions as well as regular attendance according to the position's management approved work schedule.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Strong organizational and time management skills
- Knowledge of soil management techniques and water quality protection practices
- Knowledge of water monitoring techniques and protocols
- Ability to prepare reports and educational materials
- Ability to use GIS and manage web sites
- Must be proficient with word, excel, access and other Microsoft office software programs
- Analytical ability to synthesize field data and create reports
- Excellent writing and verbal communication skills
- Works under a team concept and work environment

WORK ENVIRONMENT: Most work is performed in a County or other governmental office building. Many projects and tasks will require fieldwork to gather information and review existing conditions. Field time may include exposure to all types of weather, working in traffic areas, construction zones or uncleared areas, and standing/walking within streams or uneven terrain. Occasional evening and weekend work is expected. Infrequently lifting up to 30 pounds is required. Equipment used may include, but is not limited to; monitoring or survey equipment, computer, printer, copy machines, electronic devices and vehicles.

APPLICATION/SELECTION PROCESS: All materials will be collected by the Soil & Water Conservation District Office. The examination/selection process for this classification will consist of a review of submitted application materials by the hiring manager. Only candidates whom meet the minimum qualifications will be considered for interviews.

Submit BOTH a cover letter and resume to the attention of: Brian Watson, Manager
Dakota County Soil and Water Conservation District, 4100 220th Street West, Suite 102
Farmington, Minnesota 55024 or e-mail to brian.watson@co.dakota.mn.us **Materials must be received by 4:30 p.m. on Friday, December 8, 2017.**

The Dakota County SWCD is an equal opportunity employer.