

POSITION ANNOUNCEMENT

BENTON SOIL AND WATER CONSERVATION DISTRICT



Gerry Maciej, District Manger
Benton Soil & Water Cons. Dist.
14 West 2nd Avenue West
Foley, MN 56329

Phone: (320) 968-5300 ext. 3
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POSITION TITLE: Water Plan Technician

APPLICATION DEADLINE: 4:00 p.m., January 30, 2012

POSITION CLASSIFICATION: Full Time, Regular

POSITION LOCATION: Foley, MN – 13 miles Northeast of St. Cloud.

POSITION SALARY: Salary will be based on attributes of the successful candidate.

THE POSITION: This position coordinates the implementation of the Comprehensive Local Water Management Plan for Benton County, provides technical assistance under policies established by the Benton Soil and Water Conservation District and performs Wetland Conservation Act duties required of the district. The Local Water Management Plan can be viewed at the Benton SWCD website at www.soilandwater.org. The position responsibilities are expected to change over time as water plan priorities change. A detailed list of duties and qualifications can be found on the position description. A diverse background in watershed management and an understanding of water quality principles is desired. Typical duties may include:

- ✓ Coordinate implementation of the Benton County Local Water Management Plan
- ✓ Perform Wetland Conservation Act duties required of the District
- ✓ Assist with the district annual tree program
- ✓ Provide technical and engineering support to cooperators
- ✓ Assist in delivering educational programs in Benton County
- ✓ Assist with numerous other assigned duties

MINIMUM QUALIFICATIONS - Applicants must possess:

- ✓ A Four-year degree in Natural Resources or related field, or eight years of related work experience.
- ✓ A vehicle and a valid Minnesota Drivers' License as personal vehicle may be used to complete job duties.

APPLICATION PROCEDURES: - Supply an employment application, letter of introduction and resume to the above address **by 4:00 p.m., Monday, January 30, 2012**. Candidates invited for an interview will be asked to supply a copy of their college transcripts. A position description is available on our website at www.soilandwater.org or may be obtained by calling (320) 968-5300 ext.3.

CONDITIONS OF ANNOUNCEMENT - The Benton SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

REASONABLE ACCOMMODATIONS - Contact the Benton SWCD to arrange reasonable accommodations to complete an application or attend an interview at (320) 968-5300, ext. 3.

EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.

Position Description

Water Plan Technician

A. SUMMARY

The duties of this position are assigned at the discretion of the District Manager. This position coordinates the implementation of the Comprehensive Local Water Management Plan for Benton County, provides technical assistance under policies established by the Benton Soil and Water Conservation District and performs Wetland Conservation Act duties required of the district. Specific duties of this position are expected to change as the needs of the District change.

B. SUPERVISION RECEIVED

This position is under daily supervision of the District Manager.

C. QUALIFICATIONS

1. Bachelor's degree in the natural resources field such as resource conservation/management, watershed management, hydrology or related field of study. Applicable experience in soil and water resource management may be substituted for minimum educational requirements.
2. A Minnesota driver's license is required for this position.
3. Specialized training and/or certifications may be required to perform job duties.
4. An understanding of water resource concerns in Benton County and methods of addressing these concerns, including experience and/or knowledge of Best Management Practices is required.
5. Strong oral and written communication skills are required. Must be comfortable speaking and presenting in public and working with individuals.
6. Must be proficient in Microsoft Excel and Word; knowledge of ArcGIS, Microsoft PowerPoint, and Outlook is required.
7. Ability to perform all items under "Duties" listed below.

D. DUTIES

Conservation Project Management and Implementation

1. Coordinate implementation of the Benton County Local Water Management Plan (Water Plan)
 - a. Coordinate and conduct Water Resource Advisory Committee meetings
 - b. Provide leadership and technical and administrative support to the Water Resources Advisory Committee.
 - c. Annual Water Plan reporting as assigned by the District Manager.
 - d. Coordinate updates and amendments to the Water Plan as assigned.
 - e. Other Water Plan duties as assigned by the District Manager
2. Perform Wetland Conservation Act duties required of the District
 - a. Serve on Technical Evaluation Panel.
 - b. Complete wetland restoration orders
 - c. Coordinate wildlife exemptions
 - d. Other Wetland Conservation Act duties assigned by the District Manager
3. Assists with the District Tree Program
4. Provides technical and engineering support to cooperators according to the SWCD Field Office Technical Guide and other standards.
5. Assists with other duties as developed or assigned by the District Manager.

Education and Outreach

1. Informs land users of District programs through news articles, radio tapes, and newsletters.
2. Assists in delivering educational programs in Benton County.
3. Performs other educational programs as developed or assigned by the District Manager.

Physical Requirements

This position requires work indoors and outdoors in environmental conditions common in Minnesota. Common environmental conditions will include heat, cold and wet conditions. Physical activities include sitting for long periods of time, walking over rough, uneven terrain, twisting, bending and lifting up to 50 pounds. Office equipment use includes but is not limited to telephones, computers, copy machines and fax machines.

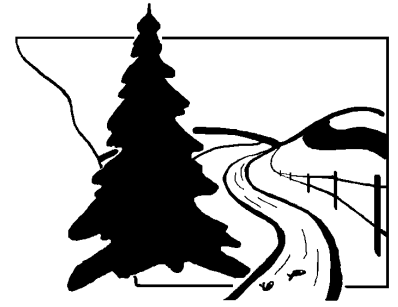
Other Requirements

This position requires a valid class D Minnesota driver's license.

Supervision of Others

This position may monitor other seasonal or temporary staff or interns with the oversight of the District Manager.

BENTON SOIL & WATER CONSERVATION DISTRICT
APPLICATION FOR EMPLOYMENT



Return completed application to:
Benton SWCD
14 West 2nd Ave.
Foley, MN 56329

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Benton SWCD to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

II. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by the Benton SWCD in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the SWCD may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the Benton SWCD without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. POSITION DESIRED

Title of position for which you are applying: _____

Date Available to Begin Employment: _____

IV. PERSONAL DATA

Name _____ Soc. Security Number _____ - _____ - _____
Last First Middle

Address _____ Home Phone _____
Street City State Zip Alternate Phone _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States?

Yes _____ No _____

Have you previously worked for the SWCD? Yes _____ No _____

If yes, position held _____

If yes, under what name may your previous employment records be found?

Do you have any special needs that may necessitate accommodations in the application/interview process? Yes _____ No _____

If yes, please describe the type of accommodation requested:

List all other names under which you have been employed or under which your employment or educational records may be found.

V. VETERAN'S PREFERENCE POINTS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points?

Yes _____ No _____

Do you wish to claim Veteran's Preference Points?

Yes _____ No _____

If you are a disabled veteran and wish to claim additional points, please check here. _____

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

VI. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first.

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates mm/dd/yyyy of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates mm/dd/yyyy of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of mm/dd/yyyy Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates mm/dd/yyyy of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates mm/dd/yyyy of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates mm/dd/yyyy of Employment/Experience: _____

Reason for Leaving: _____

Attach additional sheets if necessary.

VII. LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying. Include driver's license.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All applicable licenses or certifications must be received in the Benton SWCD prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

VIII. EDUCATION

Include high school and/or institution issuing GED and any additional education/courses taken.
Do not list dates of attendance for high school. List most recent first.

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates mm/dd/yyyy of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates mm/dd/yyyy of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates mm/dd/yyyy of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates mm/dd/yyyy of Attendance: _____

List/describe any other training and/or experience to the position for which you are applying:

IX. REFERENCES: These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The SWCD reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

X. CRIMINAL BACKGROUND INFORMATION

The SWCD may request information regarding criminal history in the event that you become a finalist for the position which you are applying. Further, the SWCD may conduct a criminal background check on individuals upon making a contingent job offer. If a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the SWCD, and formal approval by the appointing authority.

XI. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes _____ No _____
If so, identify the employer and describe the circumstances:

XII. PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected. _____

XIII. UNEXCUSED ABSENCES FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? _____

XIV. CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by Benton SWCD.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Benton SWCD Board or the appointing authority referenced in the job description and that until such approval that the SWCD shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to Benton SWCD and its agents any and all information regarding my job performance and fitness / qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Benton SWCD will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I hereby release the Benton SWCD and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said SWCD, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____

(Do Not Print)