

POSITION ANNOUNCEMENT

NICOLLET SOIL AND WATER CONSERVATION DISTRICT

Attn: Kevin Ostermann, District Manager
424 South Minnesota Ave.
Saint Peter, MN 56082
(507) 931-2550

POSITION TITLE:	Farm Bill Technician (Nicollet/Sibley County)
DEPARTMENT:	Soil & Water Conservation District
HOURS:	Regular Full-time (40 hours per week)
STARTING SALARY RANGE:	\$18.27-\$26.49 depending on experience
LOCATION:	St. Peter/Gaylord, Minnesota
DURATION:	1 Year of Funding with possible Extension
BENEFITS:	Paid holidays, annual leave, sick leave, medical insurance and PERA
CLOSE DATE:	4:30 p.m. – August 11th, 2017

GENERAL DESCRIPTION:

The Nicollet Soil and Water Conservation District is accepting applications for a Farm Bill Technician. Under the supervision of the District Manager, the Farm Bill Technician assist landowners of Nicollet/Sibley County with enrolling in conservation programs. This position promotes, coordinates, and implements programs such as CRP, RIM, CREP, and the Buffer Initiative.

MINIMUM QUALIFICATIONS:

Candidates must have a minimum 2-year degree in soil conservation or related field or equivalent combination of education and experience. Strong background in agriculture and knowledge of MS Excel, Word, and ArcView preferred. Proficiency in verbal and written communication required.

ROLES AND RESPONSIBILITIES:

- Contact landowners in Nicollet/Sibley County and encourage the adoption of filter strips, riparian buffers, wetland restorations, wetland buffers, contour buffers, farmstead windbreaks, and grassed waterways through the use of the Continuous Conservation Reserve (CRP) Program.
- Prepare CRP contracts for landowners interested in enrolling land into the program.
- Assist landowners with filling out contracts, developing operation and maintenance plans, and seeding plans.
- Use Global Positioning Systems tools to mark land enrolled in CRP.
- Review sites being enrolled in CRP and guide landowners through the planting and establishment process.
- Conduct follow-up visits to check the status of the planting and inform landowners of any maintenance needed.
- Develop a GIS based reporting system to track all acres enrolled into CRP.
- Other duties as assigned by the District Manager.
- The assigned soil conservation work requires regular prolonged walking over field terrain, bending, lifting, and stretching while carrying required equipment.
- Operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark is required. A valid state driver's license is required

SKILLED IN:

- Use of general office equipment such as computer, phone and email, printer, copier, fax, and software applications such QuickBooks, Microsoft Office, Windows and inventory programs.
- Ability to work effectively with other departments and branches of government for program implementation.
- Working independently with minimal direct supervision and maintaining confidentiality.
- Maintaining a safe working environment.

WORK ENVIRONMENT:

Work is performed in an office building, outdoors and at various sites throughout Nicollet/Sibley County. Work is often performed independently. Position may also include exposure to outdoor conditions during field work, such as changes in temperature and humidity.

SELECTION PROCESS:

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Nicollet SWCD.

**Submit resume, application and cover letter to the
Nicollet Soil & Water Conservation District
424 South Minnesota Ave. St. Peter, MN 56082
via mail, e-mail at Kevin.Ostermann@NicolletSWCD.org**

EEO (Equal Opportunity Employer) The Nicollet Soil and Water Conservation District 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.