



Employee Relations Division
Carver County Government Center
Administration Building
600 East Fourth Street
Chaska, MN 55318-2102

Phone: 952.361.1525
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Job Line: 652.361.1522
Website: www.co.carver.mn.us

December 28, 2007

EMPLOYMENT NOTICE

Land & Water Services Education Coordinator

DEPARTMENT: Land & Water Services Division Job# 27079-2
LOCATION: Carver County Government Center
HOURS OF WORK: Full-Time
WAGE/SALARY: \$21.14 – \$31.41/hr. (Hiring Range: \$21.14 - \$26.34/hr DOQ)
UNION: AFSCME General
OVERTIME STATUS: Exempt

The information below is a summary of the duties and qualifications and is not intended to represent the complete job description for this position.

TYPICAL DUTIES AND RESPONSIBILITIES:

Manage the water, natural resource, and other land use & environmental educational programs of the Land & Water Services Division. Responsibilities include identification, development, design, implementation, and evaluation of education programs and outreach efforts. Facilitate the delivery of, and in some cases deliver, the educational components of the Water Management Plan, Comprehensive Plan, Solid Waste, and other environmental issues. Areas may include septic systems, nutrient management (both rural & urban), construction site erosion & sediment control, stormwater management, and other topics generally affiliated with water and natural resources best management practices and protection. Education programs and outreach efforts may be conducted through workshops, trainings, meetings, web based, and through printed material. Delivery will be to a diverse base of audiences including local decision makers, planning & citizen advisory committees, and citizens including both adult and K-12 audiences.

MINIMUM TRAINING & EDUCATION:

BA in Education, Environmental Studies, Earth Sciences, Biology, Geography or related field and 3 - 5 years work experience in water and natural resource education program design, delivery and coordination. Valid MN driver's license or evidence of mobility.

PREFERRED TRAINING AND EXPERIENCE:

Masters degree in majors listed above. Experience with stormwater management, TMDL planning, and computer applications: Microsoft Office Suite, Microsoft Publisher, GIS applications and web based applications.

SCORED EXAMINATION PROCESS:

All applications will be screened for minimum qualifications, scored and ranked. The highest ranked candidates meeting minimum qualifications will be recommended for the scored oral examination (interview) and any required performance/ability tests required to demonstrate proficiency for the position.

APPLICANT INFORMATION:

Applications may be obtained by contacting Employee Relations, Carver County Government Center, Administration Building, 600 E. 4th St., Chaska, MN 55318. The Carver County Job line number is (952) 361-1522 or at the Carver County website – www.co.carver.mn.us. Resumes may be included but will not be accepted in lieu of a completed application.

CLOSING DATE: January 18, 2008

NOTE: Applications must be received in Employee Relations no later than 4:30 p.m. on the closing date.
