

# ***Brown County***

*Leah Crabtree*

*Personnel Director*

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**BROWN COUNTY POSITION VACANCY ANNOUNCEMENT  
FULL TIME RECYCLING/WATER PLAN/WETLANDS ADMINISTRATOR  
EXTERNAL POSTING**

**BASIC FUNCTIONS:**

Develop, coordinate and implement county water plan, recycling and related solid waste programs and educational activities; administer Wetland Conservation Act of 1991 in Brown County; assist in Planning & Zoning Department activities including feedlot registration and inventory management and review and approve designs of Individual Sewage Treatment Systems; and provide staff support for county park department.

**DUTIES AND RESPONSIBILITIES**

Develop, write and update as required by the State of MN the multi-year county comprehensive water plan, to be approved by the County Board and the State Board of Water and Soil Resources and reviewed by the public, adjoining counties, regional and state agencies. Develop, write and implement annual work plan and coordinate with the Natural Resources Block Grant to be approved by the County Board and the State Board of Water and Resources. Coordinate development, writing and implementation of county solid waste plan with county solid waste officer. Develop and coordinate public relations and promotional programs for identified water plan and solid waste/recycling activities. Develop and coordinate formal and non-formal education opportunities in solid waste/recycling and water issues for citizens of Brown County. Meet on a regular basis with the County Water Planning Committee and Solid Waste Advisory Committee to implement and update County Water Plan and Solid Waste Plans of Work. Identify and pursue funding sources for water and solid waste/recycling projects as identified by their respective comprehensive plans. Develop, coordinate and/or maintain water plan studies, inventories, GIS information and maps as needed to support comprehensive plan and special projects. Coordinate development of annual financial contracts with recycling contractors. Develop annual SCORE report of Brown County Recycling activities as required by the State of MN. Coordinate recycling activities with appropriate local, regional, and state agencies and officials. Develop and maintain household hazardous waste and fluorescent bulb collections. Perform other duties as requested by the supervisors or mandated by laws or ordinances. Administer Wetland Conservation Act in Brown County. Assist in administering Chapter 7080 Individual Sewage Treatment Systems Program. Assist in Planning & Zoning Office work, including certain Park operations functions, as available.

**QUALIFICATIONS**

Four year college degree in a related field of environmental study or in the field of education with an emphasis on environmental courses or equivalent of 2 years college education with four years of experience in administering environmental programs. Additional experience with solid waste and/or water related issues with a Minnesota emphasis. Working knowledge of county, state and federal agencies working with environmental issues. Experience in writing and applying for grants. Computer background with some experience in ARCVIEW. 2 years experience in developing, coordinating, implementing, maintaining, managing and tracking plans for environmental projects. Public relations with emphasis on oral and written communications. Class D drivers license. Supplemental courses on wetland, emphasizing identification and characterization of hydric soils and hydrophytic plant communities typical to wetlands in Minnesota. Planimeter and aerial photo training. Training in evaluation and inspection of onsite sewage treatment systems.

**COMPENSATION:**

Position is currently in Grade Level XIII with an annual entry level to midrange salary of \$36,023 - \$42,412 DOQ. Excellent benefit package. Brown County applications are to be submitted to Leah Crabtree, Personnel Director, Courthouse PO Box 248 New Ulm, MN 56073. Phone (507) 233-6603 or online at: <http://www.co.brown.mn.us>. Receipt of applications closes at the conclusion of regular business hours on December 28, 2007.

**EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**