

POSITION ANNOUNCEMENT

FILLMORE SOIL AND WATER CONSERVATION DISTRICT

Title: Water Plan/TMDL Coordinator

Position Location:
900 Washington St. NW
Preston, MN 55965

Application Deadline:
4:00 P.M. Monday, August 11, 2008

Starting Salary Range:

\$35,593 to \$38,073 per year, depending on qualifications/experience. Benefits include sick leave, annual leave, paid holidays, PERA retirement plan, health insurance, and medical savings accounts.

Position Description: The Water Plan/TMDL Coordinator will coordinate the implementation activities in the Fillmore County Local Water Management Plan and coordinate the completion of the Root River Turbidity TMDL. The Coordinator plans and conducts meetings for the Local Water Management Committee, the Root River TMDL Technical Advisory Committee, and the TMDL Watershed Stakeholders' Group and keeps records of the meetings. Other duties include writing grants, completing annual work plans, tracking grant expenditures, and reporting progress to the funding agencies and other appropriate boards and groups; coordinating water monitoring data collection, storage, and compilation; providing resources and information to the general public, schools, and other professional staff about water issues; participating in local fairs, informational meetings, school and group presentations, and other forms of education; writing news columns, news releases, ads, newsletter articles, interviews, etc. for use by local media; acting as liaison between the county, regional, state and federal agencies to facilitate communication regarding water issues and programs.

Required Education and Experience: Candidates must have a minimum of an Associate's degree (A.A.) in natural resources or environmental studies or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Applicants must have strong written, verbal, and communications skills and must have strong computer skills, including knowledge of MS Excel, Word, and ArcView/ArcGIS. Candidate must be able to work under minimum supervision, work outdoors in all weather conditions, and walk over rough terrain on a regular basis. In addition, one must be able to lift up to 50 pounds on an occasional basis. Applicant must have a valid driver's license.

Duties and Responsibilities

- Coordinate implementation of the Fillmore County Local Water Management Plan and the completion of the Root River Turbidity TMDL.
- Plan, conduct, and keep records of meetings of the Fillmore County Local Water Management Committee, Root River TMDL Technical Advisory Committee, and TMDL Watershed Stakeholders' Group.
- Write grants, track grant expenditures and complete and submit work plans and written and electronic reports to the appropriate agencies and boards.
- Conduct water monitoring activities and compile and analyze data.
- Develop educational activities and provide education and information resources to the general public, schools and community groups, and other professional staff.
- Act as the county's liaison with state, regional, and federal agencies and groups to facilitate communication about water issues and programs.
- Report all work and accomplishments on a regular basis and prepare and submit all required reports.
- Other duties as assigned by the District Administrator.

Hiring Procedure:

Applicants must submit a completed Fillmore SWCD application, resume, and cover letter for employment. Applications may be picked up at 900 Washington St. NW, Preston MN or by calling 507-765-3878 Ext 3 or on the world wide web at www.fillmoreswcd.org. Applications will be evaluated based on the information supplied in the resume and SWCD application to determine if they meet the minimum job qualifications. Top applicants will be selected for interviews.

EQUAL EMPLOYMENT OPPORTUNITY

7/18/08

All candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.