

**NORTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT
POSITION DESCRIPTION & NOTICE
REGIONAL FARM BILL FORESTER**

INTRODUCTION:

The Regional Farm Bill Forester is classified as an employee who provides technical services under policies established by the North St. Louis SWCD. This position works directly with landowners who wish to manage forested land and also mentors less-experienced SWCD foresters. The position is based out of Virginia, Minnesota and works in Carlton, Cook, Lake and St. Louis Counties.

DUTIES AND RESPONSIBILITIES:

1. Outreach
 - a. Develops and maintains network of various contacts including partner agencies, consulting foresters and logging contractors.
 - b. Identify and communicate with landowners who may be interested in managing their forested land.
2. Forestry plans
 - a. Provides technical assistance to landowners
 - b. Conducts field visits of private lands to evaluate wooded acreage and learn owner's desires for land.
 - c. Writes site-specific forest management plan for private lands using NRCS practice standards
 - d. Completes EQIP application and facilitates the landowner through NRCS process
 - e. Certifies project/practice completion to fulfill the needs of NRCS policy.
3. Support participating SWCD foresters: Carlton, Cook, Lake, North & South St. Louis
 - a. Mentors and assists less-experienced foresters to obtain and maintain job approval authority, in one-on-one or group settings.
 - b. Coordinates with NRCS and each District forester to reduce EQIP backlog by dividing the list and prioritizing customers.
4. Layout and/or mark project areas for forestry related conservation practices.
5. Attends classes, workshops, meetings, conventions, etc. on behalf of District and to develop and enhance skills
6. Assists with a variety of plans, reports, and grants; track activities to achieve grant objectives. Fulfills all reporting requirements
7. Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

1. Works with landowners and other SWCD foresters to successfully meet grant objectives
2. Develops and maintains professional relationships with landowners, staff partner agencies and funding sources
3. Works with little direction, handles multiple projects and maintains a high level of productivity/integrity to accomplish job tasks.
4. Documents work time in 15 minute increments for funding sources; completes all paperwork
5. Ability to utilize USDA NRCS EQIP system
6. Ability to work outside in all weather, on rough terrain, with biting insects
7. Ability to lift up to 20 pounds on a regular basis; occasionally may need to lift more than 20 pounds.
8. Ability to pass criminal background check(s)
9. Maintains valid Driver's License with clean driving record

MINIMUM QUALIFICATIONS:

- Bachelor's degree in forestry or natural resources field or equivalent experience. Extensive knowledge of forest stand improvement and management practices and plans. Utilizes forest inventory protocols and tools to assess and devise forest management practices to include in forest management plans. Knowledgeable of forest insect and disease diagnosis and treatment.
- Extensive knowledge of federal and state landowner incentive programs.
- Has and maintains Job Approval Authority for relevant forestry practices through USDA Natural Resources Conservation Service
- Computer skills that include Microsoft Office suite of programs, ArcGIS, Google Maps, Web Soil Survey and NRCS EQIP
- Strong written and oral communication skills
- Works well independently and with a team
- Demonstrated leadership skills

SALARY & BENEFITS: Anticipated starting salary is \$28.85/hour DOQ. Current benefits include a \$600 monthly cash stipend, paid holidays, vacation and sick days. Flexible scheduling.

SEND RESUME & COVER LETTER TO:

Anita Provinzino, District Administrator
North St Louis Soil & Water Conservation District
307 1st St S, Ste 114
Virginia MN 55792

anita@nslswcd.org

No phone calls during the hiring process, please.

ANTICIPATED TIMELINE:

Apply on/by – January 30, 2019

Interviews to be scheduled on one day between Feb 7 and 12

Board hiring approval date – February 13, 2019

Start date – March 4, 2019

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during application screening. Please include a copy of your DD214 if you are applying for Veteran's preference points.

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process.

Name, home address and telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.

Board Approved 1/9/2019