



**NORTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT**  
**Virginia, Minnesota**  
**POSITION DESCRIPTION & NOTICE OF VACANCY**  
**FORESTER (Full-time)**

**INTRODUCTION:**

The Forester position 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 in northern St. Louis County.

**DUTIES AND RESPONSIBILITIES:**

1. Outreach
  - a. Seeks out and provides education to citizens and landowners regarding the relationship between healthy forests and good water quality, both individually and in group settings
  - b. Develops and maintains network of various contacts with partner agencies, consulting foresters and logging contractors
  - c. Identifies and communicates with landowners who may be interested in managing their forested land
2. Forestry plans
  - a. Advises on and helps private landowners implement Best Management Practices for woodland management with a focus on protecting and improving local water quality
  - b. Conducts field visits of private lands to evaluate wooded acreage and learn owner's desires for land. Makes relevant options known to land owner.
  - c. Writes or updates site-specific forest management plans and/or practice plans for private lands using USDA Natural Resources Conservation Service (NRCS) practice standards
    - i. Completes EQIP application and facilitates the landowner through NRCS EQIP funding process
    - ii. Certifies project/practice completion to fulfill the needs of NRCS policy
  - d. Develop woodland stewardship plans for landowners, in accordance with the MN Department of Natural Resources (DNR) forest stewardship program
    - i. Assist landowners enrolling in the Sustainable Forest Incentive Act (SFIA) and/or 2C managed forest lands.
    - ii. Assist landowners applying for DNR cost share.
3. Layout and/or mark project areas for forestry-related conservation practices
4. Use all available GIS and technical data to identify potential forestry program participants, develop accurate, thorough forest plans, and advise on current forestry issues, policies and conditions.
5. Lead annual tree/plant sale: recommends species, orders and updates inventory, answers questions, coordinates tree delivery and sale pickup days, etc.
6. Attend workshops, meetings, conventions, etc. to develop and enhance skills
7. Assist with a variety of plans, reports, and grants; tracks activities to achieve grant objectives; fulfills all reporting requirements
8. Other duties as assigned

**ESSENTIAL JOB FUNCTIONS:**

1. Has good rapport with landowners and encourages sustainable forest management
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 with integrity to accomplish job tasks
4. Documents work time in 15-minute increments by funding sources
5. Ability to work outside in all weather, on rough terrain, with biting insects

The mission of the North Saint Louis Soil & Water Conservation District is to encourage sustainable use of our natural resources by engaging people in soil and water conservation in northern Saint Louis County.

6. Ability to lift up to 20 pounds on a regular basis; occasionally may need to lift more than that
7. Ability to pass criminal background check(s)
8. Maintains valid Driver's License with clean driving record
9. Has and maintains or can obtain Job Approval Authority for relevant forestry practices through USDA NRCS and Minnesota Board of Water & Soil Resources (BWSR)
10. Has or can obtain plan writer certification from the MN DNR. Maintains sufficient continuing education credits for recertification

**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 about forest insects, diseases, and invasive species, including diagnosis and treatment.
- Familiarity with federal and state landowner incentive programs.
- Computer skills that include Microsoft Office suite of programs, ArcGIS, Web Soil Survey, other mapping programs and data systems etc.
- Strong written and oral communication skills
- Works well independently and with a team

**PREFERRED QUALIFICATIONS:**

- Has current USDA NRCS Job Approval Authority in several forestry practices
- Has MN DNR Plan Writer Certification

**SUPERVISION:**

This position is under the direct supervision of the District Administrator. Performance of each duty and assigned responsibility will be evaluated by the District Administrator.

**SALARY & BENEFITS:** Full-time. Anticipated starting salary is \$20.50/hour. Current benefits include a \$600 monthly cash stipend, retirement through Public Employees Retirement Association, paid holidays, vacation and sick days. Flexible scheduling.

**VETERANS PREFERENCE POINTS:**

The SWCD gives veterans preference points to eligible applicants during application screening. Although this is not a Federal position, please include a Standard Form 15 and applicable documentation if you are applying for Veteran's preference points.

**ANTICIPATED TIMELINE:**

Email cover letter and resume to [anita@nslswcd.org](mailto:anita@nslswcd.org) by midnight on 11/1/2020

Interviews – 11/4/2020

Board hiring approval – 11/12/2020

Start date – To be determined

**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.