

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

INTRODUCTION:

The Regional Farm Bill Specialist provides technical services to colleagues, coworkers and customers. This position mentors SWCD foresters, utilizes USDA Natural Resources Conservation Service (NRCS) computer systems, and will work with some landowners directly. The position is based out of Virginia, Minnesota and works with SWCD foresters in Carlton, Cook, Lake and St. Louis Counties.

DUTIES AND RESPONSIBILITIES:

1. Forestry Plan Coordination
 - a. Coordinates with NRCS and each District forester to reduce EQIP backlog by dividing the list and prioritizing customers.
 - b. Quality Assurance Reviews:
 - i. Review all plans and forms submitted by SWCD foresters for completeness and accuracy. Includes a technical review of plan.
 - ii. Return incomplete plans/forms to forester to obtain needed information in preparation for funding deadlines and potential contracts.
 - c. Facilitates getting complete package of landowner information to NRCS at one time.
2. 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.
3. 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.
4. 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 conservation plans, forest management plans and/or practice plans for private lands using NRCS practice standards
 - d. Facilitates the landowner through NRCS process including EQIP or other program applications
 - e. Certifies project/practice completion to fulfill the needs of NRCS.
5. Layout and/or mark project areas for forestry related conservation practices.
6. Perform Environmental Evaluation of Planned Practices according to the National Environmental Policy Act (NEPA).
7. Attends classes, workshops, meetings, conventions, etc. on behalf of District and to develop and enhance skills
8. Assists with a variety of plans, reports, and grants; track activities to achieve grant objectives. Fulfills all reporting requirements
9. Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

1. Work with landowners and other SWCD foresters to successfully meet grant objectives
2. Develop and maintain professional relationships with landowners, staff partner agencies and funding sources
3. Work with little direction, handle multiple projects and maintain a high level of productivity/integrity to accomplish job tasks.
4. Document work time in 15-minute increments for funding sources
5. Ability to obtain access to and utilize USDA NRCS computer systems
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. Have and maintain 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. Utilize 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.
- Vast knowledge of federal and state landowner incentive programs ideally with USDA Natural Resources Conservation Service.
- Extensive experience in conservation planning.
- Ability to obtain and maintain job approval authority for relevant forestry practices through NRCS
- Computer skills that include Microsoft Office suite of programs, ArcGIS, Google Maps, Web Soil Survey and NRCS programs
- Strong written and oral communication skills
- Works well independently and with a team
- Demonstrated leadership skills

STRONG PREFERENCE given for prior NRCS experience and/or work with their computer systems and federal incentive programs.

SALARY & BENEFITS: Anticipated starting salary is \$28.85/hour DOQ. Current benefits include options for a cash stipend, health, life and dental insurances, and/or cafeteria plan; paid holidays, vacation and sick days; some remote work and flexible scheduling.

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.

E-MAIL RESUME, COVER LETTER & DD214, if applicable, TO:

Anita Provinzino, District Administrator
North St Louis Soil & Water Conservation District

anita@nslswcd.org

ANTICIPATED TIMELINE:

Apply by midnight – **April 29, 2021**

Interviews tentatively planned for May 3, 2021

Anticipated board hiring approval date – May 12, 2021

Start date – To be mutually agreed upon

Position Open Until Filled



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.