

**NORTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT
JOB POSTING FOR
REGIONAL FARM BILL FORESTER**

INTRODUCTION:

The Regional Farm Bill Forester provides technical services to colleagues, coworkers and customers. This position mentors SWCD foresters and also works with landowners directly across a large geographical area in portions of northeastern Minnesota. It is anticipated this position will serve the southern portions of Lake and St. Louis Counties and all of Carlton County. The person may work at the Duluth NRCS office and/or at home.

DUTIES AND RESPONSIBILITIES:

1. Coordination of Grant Deliverables
 - a. Coordinates with the USDA Natural Resources Conservation Service (NRCS) and SWCD foresters to maximize the number of deliverables achieved to meet or exceed grant goals for private landowners to apply for NRCS' Environmental Quality Incentive Program (EQIP) funding and then meet the terms of subsequent contracts.
 - 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.
 - d. Handles all aspects of landowner contract management including development, modifications, payments, etc.
2. Support participating SWCD foresters in northeastern Minnesota -
 - a. Mentors and assists less-experienced foresters to obtain and maintain job approval authority for forestry practices, in one-on-one or group settings.
 - b. Provides training on grant deliverables to obtain accurate and complete paperwork.
3. Outreach
 - a. Develops and maintains network of various contacts including partner agencies, consulting foresters and land management contractors.
 - b. Identify and communicate with landowners who may be interested in managing their forested land.
4. Forestry planning
 - a. Provides technical assistance needed to deliver conservation planning and practice recommendations for landowners to implement and have certified
 - b. Conducts field visits of private lands to evaluate wooded acreage and learn landowner's desires for land.
 - c. Writes site-specific forest management plans and/or practice plans using NRCS practice standards
 - d. Facilitates the landowner through NRCS paperwork 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. Attends classes, workshops, meetings, conventions, etc. both on behalf of District and to develop and enhance skills
7. Assists with a variety of plans, reports, and grants; track activities to achieve grant objectives. Fulfills all reporting requirements.
8. 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
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. Ability to comply with federal drug-free workplace requirements
10. 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. 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 NRCS.
- Extensive experience in conservation planning.
- Ability to obtain and maintain 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 programs
- Strong written and oral communication skills
- Works well independently and with a team
- Demonstrated leadership skills

WORK ENVIRONMENT

CONSTANT: Sit and near vision. **FREQUENT:** Bend neck; talk/speak; **OCCASIONAL:** Lift and carry up to 10 pounds

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.

OVERTIME STATUS

This position is classified as a non-exempt employee and as a result is eligible to earn overtime

WAGE & BENEFITS: Anticipated starting wage is \$31.00/hour. Current benefits include: a \$1000 monthly cash stipend which can be used to purchase health/dental/life insurance, contribute to health savings accounts or taken as taxable income; Section 125 Cafeteria plan; 401(a) tax-deferred retirement through Public Employees Retirement Association (PERA) with employer match; access to a voluntary deferred compensation plan (457(b)); paid holidays, vacation and sick time, etc. Flexible scheduling. Work from the office and at home. Extremely flexible scheduling.

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

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

accounting@nslswcd.org

ANTICIPATED TIMELINE:

Apply by midnight – **August 21, 2023**

Interviews tentatively planned for **August 28, 2021**

Anticipated board hiring approval date – **September 13, 2021**



Start date – **October 2, 2023 or as agreed**

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.