

Job Description

Date: 1/21/2025

Position Title: Watershed Planner & Outreach Coordinator

Accountable To: District Manager

Status: Exempt/Full Time

Salary Pay Range: Starting salary based on qualifications and experience \$24.00-\$30.00 per hour pay range. Compensation includes full benefits package health insurance stipend, vacation and sick leave, holidays, and retirement plan contribution (PERA - Public Employee Retirement Association)

Primary Objective of the Position:

Coordination of the comprehensive local water/watershed management planning and implementation efforts and activities for the Chippewa River watershed including West Otter Tail SWCD, Otter Tail County, Grant SWCD, Grant County, Douglas SWCD, Douglas County, Pope SWCD, Pope County, Stevens SWCD, Stevens County, Swift SWCD, Swift County, Kandiyohi SWCD, Kandiyohi County, Chippewa SWCD, and Chippewa County.

Coordinates Chippewa River Watershed's watershed wide outreach and educational programming as identified in the Public Participation Plan.

Coordinates Districts adult education and outreach activities including workshops, field days, fair booth, website, social media, promotional materials, as a few examples.

Participates in watershed planning activities as Pope SWCD's representative or alternate for other watershed partnerships.

MAJOR/ESSENTIAL JOB FUNCTIONS and % of Time Spent:

- 75% (1) Coordinate activities for Chippewa River watershed. Desired outcomes include:
- Coordination and development of the Comprehensive Watershed Management Plan as scheduled in accordance to state requirements and work with other staff to implement the goals and objectives set forth in the locally adopted plans.
 - Coordinate and facilitate various watershed-based committee meetings, public informational meetings and civic engagement activities associated with local water/watershed planning activities.

- Provide staff support for the Chippewa River Watershed Association Joint Powers Board and Chippewa River Watershed Association Technical Advisory Committee meetings, including meeting agendas, meeting packets, and recording of meeting minutes.
- Provide project tracking information and reporting assistance to the Fiscal Agent in preparation of all payments for the Chippewa River Watershed Association.
- Represent West Otter Tail SWCD, Otter Tail County, Grant SWCD, Grant County, Douglas SWCD, Douglas County, Pope SWCD, Pope County, Stevens SWCD, Stevens County, Swift SWCD, Swift County, Kandiyohi SWCD, Kandiyohi County, Chippewa SWCD, and Chippewa County in watershed planning and implementation activities.
- Coordinate the development and submittal of grant applications for projects related to the goals and objectives of the local watershed management plan in conjunction with the staff of the West Otter Tail SWCD, Otter Tail County, Grant SWCD, Grant County, Douglas SWCD, Douglas County, Pope SWCD, Pope County, Stevens SWCD, Stevens County, Swift SWCD, Swift County, Kandiyohi SWCD, Kandiyohi County, Chippewa SWCD, and Chippewa County.
- Assist with GIS mapping and analysis to identify priority work areas and support grant applications associated with the goals and objectives of the local water plans.
- Assist with tracking of activities and projects and the associated reporting requirements for grants/projects awarded that are associated with water planning activities.
- Assist with data analysis of water quality and water quantity information and share information with associated boards and committees.
- Maintains a cooperative relationship with other natural resource agencies operating within the district and coordinates requests for district assistance from and with other agencies.
- Assist with the coordination of the various outreach and educational events and efforts of the Counties and SWCDs as identified in the watershed-wide education and outreach events in the Public Participation Plan adopted by the watershed partnership.
- Assist with reporting on the watershed planning activities to the County Boards of Commissioners, the SWCD Boards of Supervisors, and other local organizations.
- Participate in Performance Review and Assistance Program (PRAP) reviews of planning efforts and programs. Provide feedback to the watershed partnership on recommendations to improve program delivery and performance.

- Provide guidance and recommendations to the watershed partnership for implementation of outreach, project development, and conservation practices in targeted priority areas identified in plans.
- Participate in Watershed Restoration and Protection Strategy (WRAPS) & Total Maximum Daily Loads (TMDL) planning efforts.
- Maintains Chippewa River Watershed Association website.
- Maintains Chippewa River Watershed Association MS4Front Database and serves as point of contact for the partnership.
- Creates publications and promotional materials for the watershed partnership as requested.
- Assist with grant development, tracking outcomes and accomplishments reporting, development of biennial workplans, plan amendments, prioritization of implementation efforts, and reporting.
- Keeps updated and knowledgeable on all federal, state, and local laws that affect the conservation work within the Chippewa River watershed partnership.
- Maintains adequate records and prepares needed reports for submission.
- Performs other duties and responsibilities as assigned by the District Manager

25% (2) Coordinate's Pope SWCD adult education and outreach activities. Desired outcomes include:

- Coordinates workshops, tours, and field days as identified in the comprehensive watershed management plan, annual plan, or as assigned by the District Manager.
- Raises funding for educational events as needed.
- Organizes and responsible for fair booth display and other displays for events to meet comprehensive watershed management plan goals (Sauk River, North Fork Crow River, and Chippewa River Watershed Management Plans)
- Organizes nitrate clinics.
- Attends public meetings as requested.
- Prepares articles, letters, posters for activities.

- Updates the SWCD website and creates posts for the Facebook site.
- Creates publications and promotional materials for SWCD programming including but not limited to newsletters, brochures, and fact sheets
- Provide staff support for USDA Local Work Group input sessions for the delivery of NRCS technical and financial assistance programs.
- Other duties as assigned by the District Manager.

Education/ Experience and Certification/Licensure Required:

- Bachelor's degree in natural resources, soils, geology, agriculture, geography, planning, information systems, hydrology, public administration, environmental resource management, or related field or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Valid Minnesota driver's license

Other Knowledge, Skills, Abilities Required:

- Ability to read, analyze, interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the general public. Ability to write articles for publication and to effectively present information to management, public groups and/or boards.
- Ability to prepare accurate and thorough reports and maintain accurate and up-to date records.
- Ability to read and interpret aerial maps, plat book, elevation maps, and soils information.
- Ability to work independently and plan, organize, and prioritize projects.
- Capable of functioning at a high level of professional ethics.
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.
- Ability to deal with public and agency partners in a professional and courteous manner.

- Availability to attend all SWCD Board meetings and Chippewa River Watershed Joint Powers Board Meetings, Chippewa River Watershed Technical Advisory Committee Meetings, and provide a written and verbal report on watershed and District activities.
- Knowledge of geology, geography, planning, wildlife ecology, wetland, and grassland management including the ability to utilize various habitat management tools in the development of the management plans.
- Knowledge of conservation and wildlife programs provided by federal (i.e. Farm Bill, US Fish and Wildlife Service), state and local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Able to obtain USDA Federal Security Clearance.
- Position requires multi-tasking and organizing and setting work priorities while remaining flexible and patient.
- Position requires changing priorities and scheduling as needed to meet work demands and react to new program enrollment deadlines.
- Knowledge of GIS/GPS programs.
- Position requires working with landowners must have strong interpersonal communication skills and the ability to work with a wide variety of people.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Microsoft Office: Word, Excel, Publisher, Outlook, and Power Point including file management and documentation.
- Office equipment including: computer, copy machine, printers, telephone, calculator, presentation projector, GPS, ArcGIS software (import and manipulate shape files)

Physical demands:

- Position requires extended periods of sitting and some periods of repetitive action operating computer environment.
- Position involves occasional lifting up to 50 lbs.

Work Environment:

- The position requires several hours in normal office conditions (90%) while the remaining work conditions are in the field (10%) in varied terrain and weather conditions year-round.

- Position will require some travel on a day-to-day basis while completing field work within the County and watersheds (Chippewa, North Fork Crow River, and Sauk River)

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.