

**STATE OF MINNESOTA
BOARD OF WATER AND SOIL RESOURCES**

POSITION DESCRIPTION A

Employee's Name:

Position Control Number:

Division/Program: Minnesota Board of Water & Soil Resources

Activity: Private Lands Conservation

Classification Title: State Program Administrator - Principal

Working Title: FBAP/CREP Implementation Coordinator

Prepared By: Dave Rickert

Appraisal Period: to

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

(position description accurately reflects my current job)

(position description reflects employee's current job)

POSITION PURPOSE

This position exists to provide project coordination for all aspects of the MN Conservation Reserve Enhancement Program (CREP) Outreach and Implementation effort and the MN Farm Bill Assistance Partnership (FBAP). This position is responsible for ENRTF work plan administrative assistance to the Project Manager, along with preparing and conducting ongoing Solicitation of Interest (SOI) and annual Request for Proposal (RFP) for reimbursement grants to employ CREP & FBAP staff at local SWCD's. Additional tasks include assistance with hiring and guidance of CREP technicians & FBAP staff and implementation of a reporting system to ensure desired conservation outcomes are met.

REPORTABILITY

Reports to: Conservation Easement Section Assistant Manager, indirectly to the statewide Private Lands Coordinator, who provides work direction as the lead.

Supervises: NA

DIMENSIONS

Budget: The position contributes to the preparation and management of budget items necessary to perform assigned duties. The position recommends expenditures of state funds associated with the ENRTF funding of \$6 million for the CREP Implementation Phase 1 project, as well as a range of other funding sources committed to the \$500M+ CREP initiative.

Clientele: Principal clientele include: CREP technicians, FBAP staff; Farm Bill Assistance Partners – BWSR, DNR, PF and NRCS; SWCD's throughout Minnesota; US Fish and Wildlife Service; USDA Farm Service Agency; -and other Non-Government Organizations (NGO).

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

1. Serve as the agency's Project Coordinator for the ENRTF Conservation Reserve Enhancement Program (CREP) Outreach and Implementation project. Serve as the agency's Project Coordinator for the Farm Bill Assistance Partnership (FBAP). Assists the Project Manager with administrative aspects of the project. A 40 A

Tasks:

- a) Conduct ongoing Solicitation of Interest (SOI) for reimbursement grants to CREP technicians at the local level.
- b) Conduct annual Request For Proposal (RFP) for reimbursement grants to FBAP staff at the local level.
- c) Solicit, review and score applications for FBAP committee to take action.
- d) Assist with hiring of CREP technicians and FBAP staff.
- e) Provide guidance and leadership to CREP technicians and FBAP staff through direct assistance or in support of local governmental units.
- f) Develop work plan priorities for CREP technicians and FBAP staff.
- g) Coordinate quarterly invoicing, time tracking, payment processing and reporting of progress of the CREP technicians and FBAP staff with partners.
- h) Provide recommendations to FBAP committee regarding future funding of positions based on past performance.
- i) Assist Project Manager with LCCMR and other partner reporting requirements.

2. Provide partner coordination at various levels, including and between: the Farm Bill Assistance Partnership (FBAP) Committee (BWSR, DNR, PF and NRCS); local office partners especially Soil and Water Conservation Districts (SWCD) and Pheasant Forever (PF) local chapters; partner agencies and groups that include USDA FSA, USDA NRCS, MASWCD, MN DNR, USFWS, and Ducks Unlimited. A 30 A

Tasks:

- a) Work with the FBAP Committee to communicate goals, status and progress and inform them of partner needs.
- b) Develop relationships with partners listed above to assure CREP technician and FBAP staff involvement in appropriate meetings and program assistance related to private lands program delivery.
- c) Periodically make on site visits with all local offices that are a part of the CREP or FBAP effort.
- d) Coordinate local office performance reviews prior to the end of each funding year in preparation for the next cycle.
- e) Make presentations on the CREP and FBAP effort to groups and meetings including but not limited to the MN State Technical Committee, BWSR Board, MASWCD Board, DNR Leadership, PF Board, local SWCD Boards and agency staffs.
- f) Testify before Legislative Citizen Commission on Minnesota Resources (LCCMR) or other decision-making bodies.

**POSITION
DESCRIPTION B**

EMPLOYEE'S NAME:

PCN:

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| 3. Assist the Project Manager with technical and programmatic aspects of the project that will promote substantive changes. | B | 20 | A |
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Tasks:

- a) Stay up to date with all aspects of current and future conservation programs including: CREP, CRP, RIM, ACEP, ACUB/Sentinel Landscapes, Prairie Bank Program, and USFWS easement and Partners for Wildlife Programs.
 - b) Assist with program development and training efforts for BWSR to deliver state programs and federal programs through local government staff on private land.
 - c) Conduct regular programmatic updates via conference calls with CREP technicians and FBAP staff at least quarterly.
 - d) Provide technical and policy leadership to local governments in the development of hydrologic and vegetation restoration and protection plans and programs.
 - e) Develop, coordinate, and conduct at least two training events per year for partnership employees. Training will coincide with program enrollment periods and technical updates.
 - f) Provide input and guidance to FBAP Committee and program administrators of technical needs during program development periods.
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| 4. Attend and participate in educational programs to expand or develop knowledge, skills, and abilities with programmatic and technical areas. | B | 5 | B |
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Tasks:

- a) Attend and participate in in-service training programs, workshops, and seminars.
 - b) Bi-annually review with supervisor individual development relating to knowledge, skills and abilities.
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| 5. Perform various other duties as assigned, including but not limited to the following: | B | 5 | B |
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Tasks:

- a) Prepare public relations and information documents as requested;
- b) Assist with field tours highlighting the planning and implementation of conservation programs;
- c) Other duties as assigned.

**POSITION
DESCRIPTION B**

EMPLOYEE'S NAME:

PCN:

NATURE AND SCOPE (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

This position reports to the Conservation Easement Assistant Section Manager and is provided day to day guidance by a Lead Worker, the Private Lands Specialist located in Marshall, MN. The supervisor provides general guidance, adjusts priorities, and approves work plans and changes. Communication is maintained by frequent informal communications, regularly scheduled field staff meetings, written reporting, periodic review of work plans, and written requests from higher authority. The priority activities of this position deal with coordination among a variety of federal, state, and local government agencies; therefore, the employee is expected to establish and maintain a strong liaison function with all government units who have interests and/or authorities in private land management. Agencies include the USDA Natural Resources Conservation Service, USDA Farm Service Agency, DNR Division of Wildlife, 90 Soil and Water Conservation Districts, Minnesota Association of Soil and Water Conservation Districts, Watershed Districts, and numerous Non-Government Organizations like Pheasants Forever, Ducks Unlimited, and The Nature Conservancy, etc.

KNOWLEDGES, SKILLS AND ABILITIES

Education:

Requires Bachelor of Science degree in biology, wildlife, water and land management, hydrology, soil science, natural resource management, water and soil conservation, agriculture, environmental science (with a water and soil sciences emphasis), or closely-related technical field.

Experience:

- At least three years of advanced professional experience in wildlife, conservation and/or soil and water resource management.
- Advanced professional experience in soil and water conservation and related technical fields.
- At least three years of experience working with Local Units of Government.

Advanced knowledge of:

- The structure, organizational procedures, and inter-organizational dynamics of local, regional, state, and federal government and their boards, commissions, agencies, and affiliated association.
- Conservation programs used in Minnesota.

Skill In:

- Clear and effective oral and written communications that include the ability to communicate technical matters to the staff and officials of local government units and the general public.
- Being self-motivated and able to work independently.
- Negotiation, mediation, and interpersonal management sufficient to resolve personnel and interagency conflicts.
- Balancing conservation needs with other programmatic and political considerations.
- Developing and managing complex programs and projects.
- Using Microsoft Word, Excel, GIS and Outlook.

Ability to:

- Apply required knowledge, education and experience to land protection and restoration.
- Provide positive leadership to staff, local government units, state and federal partners and other clientele.

PROBLEM SOLVING AND CREATIVITY

Key problem solving areas of this position are related to bringing new programs, funding and working relationships on-line with soil and water conservation districts and private landowners who have not previously accessed soil, water, and habitat programs. Normal job related activities involve complex interagency relationships between federal, state, and local governments which are all experiencing rapid change in the design and delivery of conservation programs to private landowners, which oftentimes have complex or competing relationships and political agendas. Many of the programs being implemented are new without precedent to guide identification and resolution of problems.

The employee must have adequate natural resource and other technical knowledge to grasp problems and analyze solutions and the interpersonal relationship skills to involve various agency staff in resolving problems and implementing actions.

FREEDOM TO ACT

The incumbent has freedom to act within the position adhering to the BWSR and state policies and procedures, and with the assistance of senior easement staff.