

Employee's Name:

Position Control Number: 00568500

Division/Program: Board of Water and Soil Resources (BWSR)

Activity: Conservation Easement Management

Current Classification: State Program Administrator Manager Senior

Working Title: Conservation Easement Section Manager

Prepared By: David Weirens

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 direct, lead, manage, supervise and implement statewide conservation easement programs and all responsibilities of the Conservation Easement Section in compliance with state statutes and rules and legislative directives to protect, enhance or restore state soil and water resources with emphasis directed to private land. Responsible for assuring that local government natural resources efforts with private landowners are successfully integrated with state, federal, and private organization initiatives to attain an effective and efficient natural resource conservation n delivery system.

REPORTABILITY

Reports Directly to: Assistant Director for Programs and Policy Development

Reports Indirectly to: Executive Team and Senior Management Team

Supervises: Direct: State Program Administrator Manager-Assistant Section Manager, State Program Administrator Supervisor Principal – Easement Acquisition Unit Supervisor, Office and Administrative Specialist Senior.

Indirect: Up to 31 Conservation Easement Section staff. Agency program and field staff and contracted/partnership wildlife biologist/managers, 90 Soil and Water Conservation District supervisors and staff, 46 Watershed District staff managers and staff, 80 County Local Water Planners, 18 BWSR Board Conservationists, and Technical Services Section staff involved in the development and implementation of easement conservation plans

DIMENSIONS

Budget: The biennial easement acquisition budget typically exceeds \$100 million from multiple sources such as the Outdoor Heritage Fund (OHF), Clean Water Fund (CWF), Capitol Improvement, Environment and Natural Resources Trust Fund (LCCMR), and Federal funds.

Responsible for Administering: Approximately 6,500 individual easements totaling approximately 270,000 acres. Using a conservative average value of \$4,000/acre, this means responsibility for easements with exceeds \$1.0 billion in value. The number of easements is expected to reach 10,500 during the next two bienniums.

Clientele:

International: Red River Basin Commission, International Joint Commission, Great Lakes Commission

Federal: USDA Natural Resources Conservation Service, Farm Service Agency, US Geological Survey, US Fish and Wildlife Service, Environmental Protection Agency; US Army Corps of Engineers, Emergency Management Agency, Department of the Army, Congressional Delegation and staff

State: Department of Natural Resources (DNR), Pollution Control Agency (MPCA), Department of Agriculture (MDA), Department of Health (MDH), Department of Transportation (MnDOT), Minnesota Geological Survey, Minnesota Management and Budget (MMB), Department of Administration, Department of Public Safety, Attorney General's Office, Office of Administrative Hearings, Reviser of Statutes, Legislative Auditor's Office, State Courts, Legislators and Staff, University of Minnesota, MNSCU, LCCMR members and staff, Minnesota Extension Service

Local: Citizens, Counties, Soil and Water Conservation Districts, Watershed Districts, Regional Development Commissions, Metropolitan Council, Rural Water Utilities, Community Health Services, Watershed Management Organizations, Minnesota Rivers Joint Powers Board

Private: Lake Associations, The Nature Conservancy, Pheasants Forever, Minnesota Waterfowl Association, Friends of the Mississippi River, Friends of the Minnesota River, Audubon Society, Ducks Unlimited, Isaac Walton League, Minnesota Conservation Federation, Clean Up Our River Environment, Wildlife Management Institute, MN Chapter National Wild Turkey Federation,

Other: Association of Watershed District Administrators, Association of Minnesota Counties, Minnesota Association of Conservation District Employees, Minnesota Association of County Planning And Zoning Administrators, Minnesota Association of Soil And Water Districts, Minnesota Association of Watershed Districts, League of Minnesota Cities, National Association of Conservation Districts, National Association of State Conservation Agencies, Soil and Water Conservation Society, Outdoor and Government Media

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

PCN: 00568500

Resp. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS
No.

Priority % of Discretion
Time

- | | | | | |
|----|--|---|----|---|
| 1. | Direct, lead, and manage the Conservation Easement Section so that agency conservation programs are successfully marketed, easements acquired and monitored; and technical assistance and advice is provided to local units of governments, program managers, and agency staff in accordance with agency practices, goals, and objectives. | A | 35 | A |
|----|--|---|----|---|

Tasks:

- a) Evaluate and modify plans, proposals, and policies so that program objectives and outcomes are clearly stated and Conservation Easement Section personnel and agency clientele understand how they are to accomplish them.
- b) As part of the Senior Management Team, assist with the overall planning and direction of the agency.
- c) Establish appropriate Conservation Easement Section operational policies and contribute to development of agency-wide policies.
- d) Review work activities, projects, and policies to ensure efforts are consistent with sound public administration and natural resource management.
- e) Provide documentation to the public, legislature, and other agency personnel that describe Conservation Easement Section program goals, objectives, and accomplishments.
- f) Direct implementation of conservation activities through appropriate training, contracting, and other techniques.
- g) Ensure that conservation program specific tasks are done on time and according to established methods and recommend changes to methods as appropriate.
- h) Ensure that staff address inquiries and requests for assistance appropriately and timely.
- i) Resolve inter- and intra-agency conflicts in an expedient and appropriate manner and resolve related conflicts that involve the public that cannot be resolved at a lower level.
- j) Make public presentations and answer questions on issues related to wetland, grassland, and other restoration and protection programs and responsibilities, many of which are controversial.
- k) Monitor field level applications of Conservation Easement Section programs so as to align legislative and agency policy directives with activities of BWSR and other federal and state agency staff and local governments who are operating these programs at the field level.
- l) Direct and oversee the development of local government operations and capital projects grant allocation formula, eligibility criteria, reporting requirements, and monitoring data. Grant deliverables and outcomes must be tracked in conjunction with expenditures using accepted fiscal procedures and scientific measurements.
- m) Oversee development and implementation of a reporting system for local governments to track project decisions, fiscal resources, and project outcomes using the most current scientific, fiscal, and technology principles and techniques.

**POSITION
DESCRIPTION B**

EMPLOYEE'S NAME:

PCN: 00568500

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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2.	Direct the overall human resource element of the Conservation Easement Section so that goals and objectives are achieved in accordance with state statutes, rules and collective bargaining agreements.	A	10	A
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Tasks:

- a. Analyze staffing and contracting needs to provide sufficient resources for optimal efficiency.
- b. Manage the candidate selection process for vacant managerial/supervisory positions. Recruit candidates, review applications, interview, and select qualified individuals within the guidelines set forth in State personnel policy and collective bargaining agreements.
- c. Provide direction and approve annual work plans for direct reports
- d. Manage the employee performance evaluation process for direct reports. Conduct performance evaluations, recommend employees for achievement awards, recommend corrective action for employees not meeting performance standards, determine eligibility for pay increases based on performance, recommend employee's for promotional opportunities, evaluate employee classification level, and recommend change when appropriate. Review position descriptions and approve changes.
- e. Provide employee motivation to achieve Section and agency goals and strive toward excellence. Evaluate and recommend training opportunities for employee growth and development.
- f. Provide employees with a workplace that is free from harassment and discrimination, where the norm is mutual respect and promote and model ethical behavior.
- g. Meet with Program Unit staff regularly to discuss work assignments, assess progress, and determine their ability to manage workloads.
- h. Serve as counsel to employees on job related matters.
- i. Discipline employees as needed in accordance with collective bargaining agreements.
- j. Review and approve/deny time sheets, leave requests, expense reports, overtime/compensatory time for Section staff.
- k. Comply with BWSR's Affirmative Action Plan so that equal opportunity is ensured for all current and prospective employees:
 - 1) Provide awareness to employees of BWSR's Affirmative Action policies and objectives.
 - 2) Adhere to the pre-hire review policy in BWSR's Affirmative Action Plan, develop standardized job-related interview questions for the review and approval of the affirmative action designee.
 - 3) Ensure equal consideration for disabled people, ethnic/racial minorities and women in all areas of employment, i.e., new hires, promotions, work-out-of-class assignments, reallocations, mobility assignment, training, and assignment of special duties and responsibilities.
 - 4) Take prompt, appropriate action to deal with employee complaints of alleged violations of BWSR's harassment policy.
 - 5) Attend workshops, seminars, etc. on various equal employment opportunity/affirmative action topics to develop and enhance knowledge, skills and abilities necessary to lead a diverse workforce.

3. Direct the development and implementation of the agency and Conservation Easement Section's annual, biennial, OHF, CWF, LCCMR, capital, and federal budgets so they are consistent with agency financial resource management policy, MMB guidelines and Legislative intent.

Tasks:

- a) Prepare or direct the preparation of statewide budgets for operations, capital projects (bonding), OHF, CWF, LCCMR, and federal funds for submission to the Legislature.
- b) Approve work plans and spending plans submitted for Conservation Easement Section staff operations on an annual basis.
- c) Direct the allocation of resources, monitoring of spending in accordance with plans, modification to plans and administration of the Conservation Easement Section.
- d) Direct Conservation Easement Section staff in ensuring completion of work in accordance with work and spending plans.
- e) Direct budget cuts or increases and prepare justification and/or impacts.
- f) Monitor expenditure reports to ensure adequate funding for operations.
- g) Prepare necessary financial reports for projects, grants, federal review, and legislative oversight.
- h) Prepare spending priorities for the Conservation Easement Section.
- i) Assure the maximum amount of federal funding and/or grant funding available is used for the specified purpose and the required matching funds are provided.
- j) Review projects proposed for funding for compliance with grant requirements.

POSITION

DESCRIPTION 8

EMPLOYEE'S NAME:

PCN: 00568500

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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4.	Develop section and agency program policy and coordinate and communicate with constituent groups, other section disciplines, government agencies, and the legislature so that private lands agricultural and conservation programs are inclusive of water quality, wildlife habitat and related conservation benefits.	A	15	A
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Tasks:

- a. Develop BWSR positions on legislation affecting the state's private lands natural resources and recommend them to the Assistant Director and Executive Director.
- b. Recommend legislation needed to improve management of private lands natural resources; develop and recommend statute changes, draft legislative proposals, fact sheets, and fiscal notes.
- c. Prepare information and testify before legislative committees, councils, and commissions on policy bills and their impact on private land management.
- d. Coordinate participation in interagency efforts that affect wildlife habitat and soil and water conservation including NRCS, FSA, MDA, Soil and Water Conservation Districts, the U.S. Fish & Wildlife Service, the U.S. Forest Service, and other agencies having resource responsibilities.
- e. Coordinate with other BWSR sections on issues affecting conservation and water management issues on private lands.
- f. Confer and coordinate with organizations having a stake in wildlife or water management and conservation programs on private lands.
- g. Coordinate and represent Minnesota conservation programs and interests in national and international meetings.
- h. Recommend internal policy guidance for management for prairies, wetlands, forests, and farmland wildlife and water habitats, in relation to agency programs.
- i. Prepare press releases and publications, review and approve conservation related news releases before distribution, provide media interviews on private lands wildlife and soil and water conservation topics.

5.	Direct the development of legislative initiatives for the Conservation Easement Section so that legislation enacted is consistent with program and agency goals and objectives for soil and water, wildlife, and resource conservation programs.	A	15	A
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Tasks:

- a. Provide testimony before the legislative committees for environment and agriculture conservation issues relating to policy and funding initiatives. Monitor progress of initiatives through the legislative process.
- b. Draft or direct staff to draft changes to existing statutes, determine new legislation needed, work with authors for initiatives, and provide expert testimony for initiatives.
- c. Monitor legislation introduced outside the Governor's process and serve as the program's technical expert testifying before legislative committees and councils as requested.
- d. Monitor or direct staff to monitor policy and financial legislation that may affect the Conservation Easement Section operations.
- e. Seek stakeholder input on legislative proposals (agency and external) and work to gain consensus.

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

PCN: 00568500

Resp. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS No.

Priority

% of Discretion Time

6. Participate in development of state policy relating to federal and tribal activities in the area of conservation easements so that federal and state funds are used to maximize benefits and federal policy direction is consistent with state program goals.

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Tasks:

- a. Secure and manage federal grants and contracts. Prepare spending plans. Assure the maximum amount of federal funding and/or grant funding available is used for the specified purpose and the required matching funds are provided. Review activities and projects proposed for funding for compliance with grant requirements.
- b. Provide guidance to federal agency staff, state agency staff, and local governments on natural resources law enforcement. Coordinate policy, procedures, and case specific action with state and federal law enforcement officials.
- c. Lead interagency natural resource initiatives to assure that state and local regulatory efforts are linked with federal responsibilities in the Federal Clean Water Act, the Federal Farm Program, and the Army Compatible Use Buffer Program.
- d. Lead interagency natural resource initiatives to assure that state and local training, resource inventory, and scientific assessment efforts are linked with the federal responsibilities and objectives of the U.S. Fish and Wildlife Service, the Corps of Engineers, the U.S. Environmental Protection Agency, the U.S. Department of Agriculture, the Department of the Army, and Minnesota National Guard.
- e. Coordinate and integrate section program efforts with tribal organization responsibilities and objectives at the federal, state, and local level.

7. Manage public relations and conflict resolution for the Conservation Easement Section of the agency.

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Tasks:

- a. Conduct or participate in public meetings and forums on issues relating to Conservation Easement Section activities.
- b. Establish policy and procedures for citizen/stakeholder participation in issue development, policy implementation, recommendations, etc.
- c. Represent the agency in mediation and negotiation on Conservation Easement Section issues.
- d. Represent the agency as an expert witness in litigation.
- e. Speak at associations, stakeholder groups, local government organizations, and civic functions to inform and promote Conservation Easement Section activities.
- f. Represent the agency to media (all forms) and respond to inquiries on action or issues.

POSITION**DESCRIPTION C****EMPLOYEE'S NAME:** Vacant**PCN:** 01019024

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

The incumbent of this position is responsible for the management and implementation of statewide public policy in the area of soil and water resource management with the primary focus for system delivery of soil and water related programs on private land through local units of government. The incumbent reports to the Assistant Director for Programs and Policy Development. On issues of major public policy and legislative issues that have significant political impact, the incumbent will collaborate with other Executive Team members.

The position is responsible for ensuring local government and landowner participation in soil and water resource conservation and protection. Part of that responsibility requires the incumbent to direct, manage, and coordinate conservation easement and related programs administered by BWSR. In addition to day-to-day activities, major initiatives with statewide impact are handled directly through the staff of the Conservation Easement Section.

The incumbent provides leadership, technical advice, and direction to many local government units (see client list on Position Description A page). The delivery system used by BWSR for state programs and policies relating to soil and water resources is to provide statewide leadership to local government units and provide them with the technical and financial resources necessary to implement programs. Therefore, the incumbent must establish relationships with agency clientele that allow the incumbent to act in territory not generally seen as the "state". Trust, credibility, and confidence are critical components of that relationship. To effectively administer agency programs, the incumbent must be able to communicate with authority, have a thorough and complete understanding of complex subject matter, and be able to translate that information to affected parties possessing varying amounts of knowledge and expertise.

As the agency focus is primarily on private land, this adds an interesting perspective to the relationships that must be established and maintained by the incumbent. To be successful in a natural resource conservation program, one must be able to generate willing and interested participants. Consequently, the incumbent must be able to work with both private landowners and local government to build an understanding of the value of the efforts of the state soils office. Landowners, local governments, and the agency must be able to agree on the value of the program administered for it to succeed and have recognized benefit to agency goals and objectives. Significant emphasis is placed on coalition building to deliver essential services. The incumbent is often put in the position of having to "lead from behind" where they are recognized as the expert or leader but cannot be seen as such. In this role, it is essential that the incumbent be able to provide leadership and direction without the benefit of recognition. Often the incumbents' greatest success will be measured by the accomplishments of others (i.e. local government staff, local government officials, federal agencies and other state agencies).

Communication is a daily part of the incumbents' activity. Communication occurs orally and in writing through various formats, formal and informal meetings, scheduled contacts, public meetings, e-mail and formal written orders or directives. Communication occurs between BWSR section staff, BWSR central office staff, staff in BWSR regions and with all external clientele. Communication on budget, policy, special issues, political and controversial matters can occur daily. Communication occurs regularly to evaluate success, problems, budgets, and other matters relating to performance of the Conservation Easement Section. The incumbent will regularly communicate with BWSR regional managers to receive and provide input on program issues and ensure consistent direction/implementation of programs.

The incumbent serves on several internal operations teams. The incumbent is a member of the agency's Senior Management Team which focuses on the development of agency operations policy and procedure, legislative initiatives and implementation plans, and deals with major internal policies with other program and regional managers.

Beyond the relationships with agency staff, local government, and private landowners, the incumbent must develop relationships with other state agency and federal agency partners. The incumbent will work closely with the DNR, MDA, MPCA, MDH, MnDOT, the Minnesota Army National Guard and the University of Minnesota Extension and Agricultural Experiment Station in development of legislation, policy and procedure and program implementation. These state agency partners regularly interact with the incumbent to assure consistent application of programs, minimize duplication of effort, and enhance the proper protection of Minnesota's environmental resources. These agencies provide valuable resources and perspectives to the implementation of program areas for the Conservation Section.

In addition to involvement with state agencies, relationships with several federal agencies must be established (see client list on Position Description A for complete list of federal partners). These relationships are used to affect and influence federal natural resource and farm policy development and implementation.

The incumbent has significant interaction with the legislature, individual legislators and legislative staff throughout the year. Because of the unique nature of the agency's activities and delivery systems, Legislators are also stakeholders. They provide a variety of opinions and influence in the development of statutes governing programs and policies. The incumbent will have direct formal and informal contact with state legislators. The incumbent will testify before legislative committees concerning subjects within the jurisdiction of the Conservation Easement Section. The incumbent will participate in the development of legislative strategies, including controversial matters, concerning public policy and program development/implementation.

KNOWLEDGE, SKILLS AND ABILITIES

In order to effectively implement the policies and programs of the Conservation Easement Section, the incumbent must understand complex soil, water, and wildlife conservation principles, have a strong academic background in hydrology or water resource management, wetland restoration, or wildlife management, and extensive experience in all phases of wildlife management and real estate acquisition. In addition, the incumbent must be knowledgeable on all aspects of acquisition, property rights, land use and values, legal descriptions, etc. This knowledge is only achieved through formal academic training, specialized training and related experience.

The incumbent must have knowledge:

- To understand the interface between technology tools, agency programs, policy, and implementation.
- To determine appropriate level of detail for technical work to implement programs, policies, and evaluations of such.
- Of technical scientific understanding of soil and water conservation science, agronomy, plant biology, wildlife habitat, wetland and hydrology, and real estate acquisition principles to evaluate and plan technical work.
- To evaluate conservation easement project applications and conservation plans for completeness and accuracy.
- Of soil, water, and wildlife conservation principles to guide policy and program development.
- Of scientific research and analysis methods.
- Of real estate principles and easement acquisition, and monitoring and management of conservation easements.
- To evaluate national resources capital works project by the State, SWCDs, or other partners.

The incumbent of this position must have excellent management, leadership, human relations, and planning skills. The incumbent must demonstrate the ability to generate interest, commitment, and support for program policies/initiatives and conservation practices. The incumbent must have the ability to foster change in the organization and delivery system. The incumbent should be able to assess and apply agency goals and objectives and translate them into operations of the Conservation Section. The incumbent must be able to continuously examine decisions made by management and staff, their impacts on public policy and objectives, and then incorporate those decisions into organizational strategies to improve performance. The incumbent must have strong planning skills to evaluate external influences and trends and their affect or impact on program and section service delivery. The incumbent must be able to transfer the planning skill into work plans for the section to deliver services to clientele.

The incumbent must possess superior human relations skills to head diverse workforces toward common goals of the Conservation Easement Section. This resource is not always under the immediate supervision of this incumbent. As well, the resource is not always employed by the agency or state. The incumbent must guide and enable the performance of professional and clerical employees directly supervised to meet the Conservation Easement Section objectives. The incumbent must be able to motivate employees not directly supervised who are very committed to the cause but have increasing responsibilities with decreasing resources. The incumbent must be able to delegate effectively, evaluate performance, determine and monitor accountability, provide feedback, and recognize and reward accomplishments to build a strong and healthy work environment of the Conservation Easement Section staff. The individual must have knowledge of staffing plans, state employment requirements, and collective bargaining agreement provisions.

The incumbent must be able to provide positive leadership to staff, local government, state and federal partners, and Conservation Easement Section clients so progress can be made and objectives achieved. The incumbent must be able to communicate in a professional environment that requires oral and written communication ability. The incumbent must be able to lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made. The incumbent must be able to represent the Conservation Easement Section to the media orally or in writing and have the ability to "think on their feet."

POSITION

DESCRIPTION C

EMPLOYEE'S NAME: Vacant

PCN: 01019024

The incumbent must possess strong negotiation skills and the ability to develop consensus. Voluntary participation is key to service and system delivery. There is an aspect of salesmanship that the incumbent must possess. The incumbent must be able to "sell" section objectives and goals to willing and unwilling participants. The ability to develop trust and confidence is critical to the incumbent of this positions success.

The incumbent of this position must have the skill to draft new legislation, policy, procedure, or rule. The incumbent must be able to interpret fiscal and policy impacts of new legislation proposed both inside the department and by legislators or interest groups, recommend the level of agency support, and testify on the agency position. The incumbent must have thorough knowledge of the Conservation Easement Section operation and agency to be able to discuss agency positions intelligently.

The incumbent must have knowledge of the state financial system, the ability to prepare and direct the preparation of budgets and the ability to analyze financial reports is essential. The incumbent must have thorough knowledge of risk management, contract management and the hiring of consultants in state government.

PROBLEM SOLVING AND CREATIVITY

BWSR has grown significantly in recent years. Programs have been added and responsibilities have expanded to the point that the agency is now recognized as the State delivery system for water and soil programs with private landowners. The number of users and stakeholders has significantly increased and the agency's role as a leader in public policy for land and water conservation efforts has expanded statewide, nationally, and internationally. As a direct result of the growth in programs and the service delivery system, the problems have become more complicated. The agency regularly becomes involved in public policy that crosses jurisdictional lines (local, state, federal). The incumbent of this position must deal with problems and make decisions that frequently have significant public policy impacts. The incumbent must develop creative solutions, some highly technical, some highly political, and others resource related. The incumbent must analyze varying perspectives and evaluate alternatives to reach logical conclusions, decisions, and/or recommendations. Often times the incumbent must challenge others to think for themselves (again leading from behind) and facilitate thinking involving calculated risk taking for the best course of action.

Continued innovation and creativity are often times the only solution to problems associated with management of the Conservation Easement Section of BWSR. Problems that arise are generally statewide in scope, too complex for regional solutions or the statewide public policy impact is significant.

Problems encountered on daily basis are outlined in the following categories:

Leadership

Example: Represent the Conservation Easement Section and BWSR to public, legislature, local units of government, and other jurisdictions and organizations to ensure accurate and prompt action toward agency goals and policies by setting Conservation Easement Section goals and priorities, making written and oral presentations, reports, communicating effectively with affected parties, and delegating tasks to agency staff or partners.

Fiscal/Administrative

Example: Provide oversight for the administration of the Conservation Easement Section's goals and objectives in securing conservation easement for a statewide program and public benefits. Develop and implement processes to efficiently acquire conservation easements, solicit partnerships, and work effectively with local units of government to accomplish statewide goals. Responsibility for agency and legislative fiscal and outcomes reporting and securing sources of funding.

Planning and Policy

Example: Achieving the goals of the agency (long-range) strategic plan among numerous clientele and partners who operate under different planning horizons.

Program Implementation

Example: Implementing conservation easement programs through numerous, federal, state, local units of government, and private conservation partners by including soil, water, and wildlife conservation goals with theirs.

Resource Protection

Example: The Federal Farm Program administered by the USDA is the most important factor influencing the land use on 30 million acres of agricultural land in Minnesota. Participating at the state and national level to influence Federal Farm Bill programs development and implementation at the state level is critical to achieving the BWSR's soil, water, wildlife, and other conservation goals. In addition, having an understanding of program elements, procedures, rules, and statutes in Federal Farm Bill conservation programs

POSITION**DESCRIPTION' C****EMPLOYEE'S NAME:** Vacant**PCN:** 01019024

administered by USDA so that we can optimize their positive influence and potential in achieving Minnesota's soil, water, wildlife, and other conservation goals. The Conservation Reserve Enhancement Program (CREP) 3 is an example of these types of efforts.

Local Government Interaction

Example: Motivating staff of local units of government, the people that the agency views as the primary implementers of its program. Providing oversight for the development of complex conservation easement programs that can be readily understood and implemented by local units of government efficiently and effectively to achieve agency goals.

FREEDOM TO ACT

The incumbent is responsible for management of the Conservation Easement Section of BWSR. In that capacity, the incumbent has significant latitude and authority within the confines of statute, rule, and budget. The incumbent has the freedom to plan, direct, monitor, and evaluate section and program operations statewide. Reporting to the Assistant Director for Programs and Policy. Reporting is handled informally on issue briefings at the discretion of the incumbent or request of the Assistant Director. Advice is sought from the Assistant Director on public policy issues of statewide impact.

Final reporting of Conservation Easement Section issues of importance with agency wide impact is done at Senior Management Team meetings. On sensitive matters that may have impact on the agency, the incumbent will work closely with the Assistant Director, Executive Team or Executive Director.