

## POSITION DESCRIPTION – PART A

Employee Name:

Agency: **Board of Water and Soil Resources (BWSR)**

Classification Title: **State Program Administrator**

Working Title: **Conservation Technician**

PCN:

Prepared By: Tom Gile, Resource Conservation Section Manager

Acknowledgement that Position Description accurately reflects current job:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### POSITION PURPOSE

The purpose of this position is to assist in the development and maintenance of conservation and restoration design guidance, tools and outreach associated primarily with vegetation management for conservation practices and lands. The scope can include a wide variety of tasks and products associated with establishment and management of planned vegetation and prevention or eradication of detrimental vegetation.

### REPORTABILITY

Reports to: Reports to Section Manager, Senior Ecologist / Vegetation Specialist serves as the lead worker.

Supervises: No supervisory responsibilities.

### DIMENSIONS

Budget: No budget authority.

Clientele: *Primary:* BWSR staff and clientele, including soil and water conservation districts, counties, watershed districts, water management organizations, cities and other participants in BWSR programs and partnerships for conservation on private lands. This includes staff involved in providing conservation technical assistance, and associated information and education.

*Secondary:* Other state and federal agencies and other conservation partners of BWSR, in coordination with the employee's supervisor.

## POSITION DESCRIPTION – PART B

### RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS

- 1) **Development of program technical guidance, tools and outreach regarding vegetation and landscape ecology for Clean Water Fund programs, Lawns 2 Legumes program, the Conservation Reserve Enhancement Program (CREP-3), wetland banking, the Minnesota Buffer Law, and other BWSR programs.**

**Priority: A**

**Percent of Time: 50%**

**Discretion: B**

#### **Tasks:**

- a) Develop and maintain program guidance and materials, including outreach, associated with responsibilities discussed in this responsibility.
- b) Collect and administer agency documentation and efforts associated with program reporting requirements for assigned programs.
- c) Assist efforts to prevent the introduction of Palmer Amaranth and other invasive and nonnative vegetation in conservation plantings.
- d) Help ensure coordination of state and federal seed requirements and practices.
- e) Assist in addressing seed supply issues and seed source requirements.
- f) Participate in efforts to protect and restore pollinator habitat as part of assigned programs and plantings and other eligible practices.
- g) Assist efforts to increase landscape resiliency and the overall ecological health of conservation lands

#### **Performance Indicators:**

- a) Supervisor direction is well understood, with questions and discussion, as appropriate.
- b) Investigation and coordination effectively utilizes appropriate sources and results in sound products and recommendations.
- c) Efficient and effective assistance is provided to help develop guidance, tools and outreach products.

- 2) **Develop and Maintain BWSR policies, procedures, guidance and outreach focused on effective vegetation management and long-term care of BWSR funded projects and practices and general programmatic outreach and communications.**

**Priority: B**

**Percent of Time: 20%**

**Discretion: B**

#### **Tasks:**

- a) Provide outreach and communications materials to various agency program leads.
- b) Development and maintenance of policies, procedures and guidance of project management and long-term care for vegetation management on BWSR funded projects and practices.
- c) Development of guidance and plans for long-term care of BWSR projects and practices, including BWSR conservation easements.

#### **Performance Indicators:**

- a) Supervisor direction is well understood, with questions and discussion, as appropriate.
- b) Investigation and coordination effectively utilizes appropriate information sources and results in sound products and recommendations.

- c) Efficient and effective assistance is provided to develop BWSR vegetation management policies, procedures, guidance and outreach products.

**3) Lead development and maintenance of technical documents related to landscape resiliency / climate adaptation, pollinators, buffers, wetland restoration, state seed mixes, and “what’s working” information, and assist associated outreach.**

**Priority: A**

**Percent of Time: 20%**

**Discretion: A**

**Tasks:**

- a) Maintenance of of BWSR’s Buffer Initiative webpage and Buffer Establishment and Management Toolbox.
- b) Maintenance of BWSR’s Pollinator Initiative and Pollinator Toolbox webpage, including outreach.
- c) Development and maintenance of BWSR’s Landscape Resiliency and Climate Adaptation planning and technical documents.
- d) Maintenance of BWSR’s “What’s Working” webpage, including communication with clientele to collect new information and additional invasive species webpages.
- e) Make restoration technical guidance documents accessible on the agency website including uploading files (some files will need updating).
- f) I Assist in maintaining and updating the BWSR drainage webpages.
- g) Assist in literature searches and technical review and writing for BWSR Featured Plant of the Month and annually write six to eight featured plant articles.
- h) Assist with updating BWSR’s Minnesota Wetland Restoration Guide.
- i) Assist with updating state seed mixes.
- j) Support summer plant ID trainings.

**Performance Indicators:**

- a) Supervisor direction is understood well, with questions and discussion, as appropriate.
- b) Investigation and coordination effectively utilizes appropriate sources and results in sound products and recommendations.
- c) Efficient and effective assistance is provided to develop documents, tools and other outreach products.

**4) Represent the Board at public meetings and interagency teams, and give presentations at public meetings and address inquiries concerning protection of surface waters, groundwater and drinking water, and Agency activities to respond to climate change so that accurate and timely information is provided.**

**Priority: B**

**Percent of Time: 10%**

**Discretion: B**

**Tasks:**

- a) Prepare and give presentations to various groups.
- b) Respond to clientele and public inquiries for information.
- c) Participate, as assigned, on interagency workgroups and committees.
- d) Attend conferences, organize training sessions and stakeholder meetings, conduct local information sessions and present items at Board meetings

- e) Inform the Executive Team and Senior Management Team members and Agency staff of progress and challenges

**Performance Indicators:**

- d) Supervisor direction is understood well, with questions and discussion, as appropriate.
- e) Investigation and coordination effectively utilizes appropriate sources and results in sound products and recommendations.
- f) Efficient and effective assistance is provided to develop documents, tools and other outreach products.

**Summary of Priorities, Percent of Time, and Discretion for Primary Responsibilities**

<b>Responsibility</b>	<b>Priority</b>	<b>Percent of Time</b>	<b>Discretion</b>
1	A	50%	B
2	B	20%	B
3	A	20%	A
4	B	10%	B

**Definitions:**

*Priority A:* Results are essential and must be accomplished.

*Priority B:* Results are important and should be accomplished, but not at the expense of A priorities.

*Discretion Level A:* Employee investigates, makes decisions, and takes appropriate actions and reports by exception through normal communication and review processes.

*Discretion Level B:* Employee investigates, makes decisions and confers with supervisor before, or immediately after, action is taken, depending on time sensitivity of action.

## **POSITION DESCRIPTION – PART C**

### **RELATIONSHIPS**

This position reports to the Resource Conservation Section Manager with the Senior Ecologist/Vegetation Specialist serving as a lead worker, who provides primary technical and work assignment supervision. This position requires effective coordination and communication with other BWSR Resource Conservation Section staff and clientele. Communication is maintained by frequent informal communications and regularly scheduled staff meetings, as applicable.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- 1) Knowledge of landscape ecology and vegetation.
- 2) Political and fiscal processes related to water and soil conservation.
- 3) BWSR's mission, goals, objectives, and programs sufficient to discuss agency positions with insight and credibility.
- 4) Ability to be self-motivated, plan, and work independently.
- 5) Use Microsoft Word, Excel, PowerPoint, Adobe InDesign and Adobe Photoshop, and other applicable software to develop and/or maintain information, guidance, tools and outreach materials.
- 6) Ability to perform field work on rough terrain.
- 7) Lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made.
- 8) Establish and maintain effective relationships with a variety of customers, including state, local and federal agency staff; board members; and private individuals.
- 9) Present, discuss and explain controversial matters in a professional manner, orally and in writing.
- 10) Evaluate, interpret and develop sound recommendations for complex scientific, technical and programmatic issues related to statewide wetland and soil and water conservation.

### **PROBLEM SOLVING**

Key problem solving areas are related to technical aspects of information, guidance and tools involved in the work of the position. The position holder is advised to research and recommend options for problem resolution to his/her supervisor.

### **FREEDOM TO ACT**

The position holder has substantial freedom to act under the direction of his/her supervisor and BWSR policy. This position has the authority to work directly with clientele and to independently solicit input from BWSR staff, state and local agency staff, and private sector or academic experts, as needed. This position will, however, be expected to advise the supervisor(s) of issues and work activities for which there are questions, as necessary and applicable.