

**STATE OF MINNESOTA
MINNESOTA MANAGEMENT & BUDGET**

POSITION DESCRIPTION A

Employee's Name:

Position Control Number:

Agency/Division: BWSR/Programs & Policy

Classification Title: SPA- Intermediate

Prepared By: Lucy Dahl

Working Title: Easement Acquisition Specialist

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

DATE _____

DATE _____

POSITION PURPOSE

The position provides technical expertise for BWSR's conservation easement program. The incumbent assists in the easement acquisition process through review of ownership and legal descriptions for easement lands; identifying title problems and mediating solutions; and development of documents required for easement acquisition including legal descriptions and maps.

REPORTABILITY

Reports to: Easement Management & Acquisition Supervisor

Supervises: No direct supervision

DIMENSIONS

Budget: Easement acquisition exceeds \$50 million per year for new easements. This position promotes the utilization of easement program funding in an effective and timely manner.

Clientele: Soil and Water Conservation District (SWCD) staff, landowners, Attorney General's Office, staff of state and federal agencies, lending institutions, and title insurance agents.

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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|----|---|---|----|---|
| 1. | Complete tasks for the conservation easement acquisition process. | A | 60 | B |
| | <ul style="list-style-type: none"> A. Prepare legal documents including agreements and easements. B. Create and review maps utilizing GIS, review surveys and create and review legal descriptions for lands to be enrolled into easement program. C. Examine titles, deeds and abstracts to verify ownership of land. D. Examine title insurance commitments for encumbrances and verify accuracy of legal descriptions and insurance amounts. Identify, request and evaluate documents listed under exceptions on title commitment and resolve adverse impacts. E. Request updates and/or endorsements to title commitments and title insurance policies as necessary. F. Review title insurance policies and coordinate with Attorney General's Office for final easement approval. G. Prepare files for final payment and archiving. H. Provide written status updates on easement processing to clientele and update program database. I. Research and resolve easement acquisition issues. J. Assist with wetland banking easement acquisition. | | | |
| 2. | Support easement program staff with tasks to ensure compliance with program policies, state statute and rule and assist with long-term program management. | A | 20 | B |
| | <ul style="list-style-type: none"> A. Evaluate applicable statutes, rules, policies and procedures relating to easement acquisition to ensure efficiency of program delivery. B. Interpret and analyze statute, rule, policy and procedure as applicable to easement applications. C. Review easement application materials for program eligibility. Evaluate information to independently determine if landowner meets program eligibility requirements. D. Advise clientele on application changes needed to comply with program criteria and verify completeness of application. E. Process ownership changes through mapping. Verify accuracy of ownership changes by evaluating deeds received and mapping legal descriptions in GIS. F. Assist with easement amendment mapping and title tasks. | | | |
| 3. | Advise and inform on programs, eligibility requirements and other criteria, processes, and other pertinent easement program information. | B | 10 | B |
| | <ul style="list-style-type: none"> A. Communicate regularly with SWCD staff. B. Provide technical assistance for implementation of easement programs following administrative guidelines. C. Function as an information clearinghouse for easement mapping and title questions. D. Analyze requests from clientele and provide technical support for questions pertaining to title and real estate issues. E. Advise clientele on changes in procedural requirements. F. Provide oral and written guidance to program partners on easement requirements. | | | |

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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|----|---|---|----|---|
| 4. | Provide information and prepare reports and assist in preparation and presentation of program training. | B | 10 | B |
| A. | Compile information for program accomplishment reports in cooperation with other staff. | | | |
| B. | Recommend, implement and/or assist with ongoing improvements in program procedures. | | | |
| C. | Assist with program training sessions and preparing training materials. | | | |
| D. | Respond to requests for data concerning easement programs in cooperation with other program staff. | | | |
| E. | Assist and distribute information to committees and committee members as assigned. | | | |

**POSITION
DESCRIPTION C**

EMPLOYEE'S NAME:

PCN:

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

RELATIONSHIPS

The incumbent provides program administration for a variety of Reinvest in Minnesota (RIM) easement programs. The programs work with landowners throughout the State of Minnesota to place land in easements for conservation purposes.

The incumbent works on a daily basis with other easement program staff, SWCD staff and regional staff. Knowledge and understanding of easement programs and effective and efficient conservation easement acquisitions are essential for developing strong working relationships and critical for program success. The incumbent communicates frequently through telephone and written communication with SWCD staff.

Understanding the operations of county recorders, title insurance agents, lending institutions, utility companies, conservation partners and others in the easement process is essential.

KNOWLEDGES, SKILLS AND ABILITIES

The incumbent must be able to accurately assess program compliance, review easement material and understand real estate easement transactions. The incumbent must understand BWSR conservation practices, easements and compliance and inform interested participants, conservation partners, title insurance agents, lenders and other parties of program compliance issues.

The incumbent must provide qualitative and quantitative analysis of easement program statute, rule, policy and data to evaluate, provide program effectiveness assessment, understand program compliance and recommend program administrative changes. The incumbent must have the ability to read and comprehend program related material (statute, rule, easement documents, title documents, legal interpretations on land transactions, etc.) in order to interpret and apply them to individual circumstances or situations. The incumbent must be able to communicate, orally and in writing, program statute, rule, policy and conservation practices to all parties.

The ability to use computer software including databases and ArcGIS are essential skills.

The incumbent must be able to work with all parties interested in conservation easement programs. Interested parties include landowners, SWCD staff, and real estate/title attorneys. The incumbent must be able to effectively communicate on behalf of the RIM program.

The incumbent must be able to work under deadlines and adapt to changing program requirements, financial resources and administrative changes.

PROBLEM SOLVING AND CREATIVITY

Problem solving abilities in the areas of compliance and procedural questions related to conservation easements is essential. The incumbent will encounter diverse issues related to conservation easements. Compliance, eligibility and general program questions require understanding and the ability to communicate policy and attain conservation goals. The incumbent may also deal with title issues.

FREEDOM TO ACT

The incumbent's freedom to act is limited and prescribed by statute, rule, policy and procedure related to conservation easements. Reporting is general by exception and after the fact; however, matters directly affecting policy should be referred immediately to lead, supervisory or management staff.