

## POSITION DESCRIPTION A (2-26-23)

Employee Name: Vacant  
Agency: **Board of Water and Soil Resources (BWSR)**  
Classification Title: **State Program Administrator – Coordinator**  
Working Title: **Federal Conservation Programs Consultant**  
PCN: 01092725  
Prepared By: John Jaschke, Exec. Director

Acknowledgement that Position Description accurately reflects current position:

\_\_\_\_\_  
Employee Date Supervisor Date

### POSITION PURPOSE

This position exists to provide statewide leadership in planning, program administration, and administrative procedures to Soil and Water Conservation Districts and local partners involved in local implementation in programs of the conservation elements of the Federal Farm Bill and Inflation Reduction Act. The position holder provides a high level of expertise to lead the development and coordination of BWSR private lands technical assistance, training, and outreach including directing the work of agency staff involved in implementation activities. This position also works directly with the Board and Board Committees on program and policy development.

### REPORTABILITY

Reports to: Assistant Director for Programs and Policy  
Supervises: No direct supervisory responsibilities.

### DIMENSIONS

Budget: Works with the Resource Conservation and Easement Section Managers to assist in management of funding for conservation easements, grants and contracts, wetland and upland restoration, native vegetation, wildlife habitat, water quality and other aspects of landscape ecology, including climate practices.

Clientele: *Primary:* Principal clientele include, 88 SWCDs, USDA Natural Resources Conservation Service; USDA Farm Service Agency; and Non-Government Organizations (NGO).  
*Secondary:* Other BWSR staff, and DNR field offices that offer conservation programs to landowners; and US Fish and Wildlife Service.

Programs: Funding programs include: the Outdoor Heritage Fund; Clean Water Fund; Capital Improvement (Bond) funds; USDA Conservation Reserve Program, USDA Conservation Reserve Enhancement Program, and USDA Agricultural Land Easement Program, etc.

## POSITION DESCRIPTION B

### RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS

- A. Provide expertise and leadership in the planning and development of new initiatives related to conservation of wetlands, groundwater, surface water, buffers and wildlife habitat on private lands.**

**Priority: A**

**Amount of Time: 25%**

**Discretion: A**

#### Tasks:

1. Serve as the agency's representative to lead and/or assist in development of new conservation efforts focused on hydrologic restoration and protection programs, native grasslands, and riparian buffers.
2. Provide long range planning direction and assistance for wetland and buffer siting, scoring and ranking, implementation and monitoring and enforcement.
3. Lead BWSR's efforts to work with the Minnesota Department of Health to permanently protect critical wellhead areas that are vulnerable to groundwater contamination through surface use.
4. Provide long range planning direction and assistance for wildlife habitat restoration and enhancement on projects funded by the Lessard-Sams Outdoor Heritage Council.
5. Represent BWSR at federal farm bill informational meetings. Monitor provisions and interpret outcomes of the federal farm bill authorized by Congress. Provide advice and direction for agency initiatives coordinated with the federal farm bill.
6. Under the direction of the Assistant Director for Programs and Policy act as the BWSR lead on funding initiatives (e.g. LSOHC RIM Buffers, CWF Wellhead Protection) and testify before legislative committees when appropriate.

#### Performance Indicators:

- a. Funding agencies have good information about BWSR initiatives to use in their decision-making process.
- b. Provide written and verbal reports of progress with conservation provisions of the federal farm bill.
- c. Provide technical input and effectiveness evaluation of new programs being worked on by BWSR.

- B. Directs the implementation of the statewide Federal Conservation Coordinating efforts that implements conservation programs and initiatives on private land for the Board of Water and Soil Resources (BWSR) through SWCDs, LGU's, and other partners.**

**Priority: B**

**Amount of Time: 25%**

**Discretion: A**

#### Tasks:

1. Lead program development and training efforts to deliver state programs through local government staff on private land.
2. Direct field operation of Federal conservation coordinating efforts to implement BWSR's conservation easement programs, such as RIM Reserve, RIM Wetlands, CRP, CREP, etc.
3. Secure and coordinate funding, testify before Legislative Committees, provide updates, reports, and fiscal information to partners.
4. Provide technical and policy leadership to local governments in the development of hydrologic and vegetation restoration and protection plans and programs.
5. Facilitate partnerships of agencies, local government, and related organizations needed to carry out

multi-jurisdictional conservation efforts.

6. Serve as BWSR's primary representative for Federal conservation coordinating efforts.
7. Provide input and guidance to Senior Management Team members regarding statewide implementation issues for Federal conservation coordinating efforts.

**Performance Indicators:**

- a. Timely response to requests from BWSR, other agencies and local government staff.
- b. Lead training efforts on new programs needing local government implementation.
- c. Conduct regional meetings to deliver new conservation programs.
- d. Uses accepted procedures when providing assistance and training that will withstand technical scrutiny.
- e. Attends regional BWSR staff meetings as directed and interagency technical sessions as deemed appropriate by supervisor.
- f. Farm Bill Assistance Partnership Coordinator has sufficient direction and resources to be effective in implementing his/her job responsibilities.

- C. Provide programmatic coordination and direction to agency and inter-agency teams. Lead and support implementation of Federal conservation elements of the Federal Farm Bill and Inflation Reduction Act to meet grassland and wetland restorations goals and other climate and conservation practices on private and public lands within identified focus areas.**

**Priority: B**

**Amount of Time: 25%**

**Discretion: A**

**Tasks:**

1. Act as BWSR's primary representative and bring programmatic leadership to agency and inter-agency teams statewide.
2. Attend and report to the Working Lands Initiative State Committee meetings to keep agency leaders apprised of progress and issues relating to WLI.
3. Attend team meetings to inform and guide identifying team goals consistent with program objectives.
4. Provide organizational and interagency support and expertise so that the agency and inter-agency teams can efficiently and effectively accomplish team goals.
5. Lead periodic joint coordination meetings for agency and inter-agency team leaders to foster intra-team discussions on effective techniques and strategies used to accomplish team goals and program objectives.

**Performance Indicators:**

- a. Project activities of the agency and inter-agency teams are carried out and successfully implemented.
- b. Organize and conduct statewide meetings of the agency and inter-agency teams .
- c. Add additional focus areas teams as appropriate.
- d. Attend and report accomplishments to the Agency State Committees.

- D. Serve as the primary point of contact for SWCD's, LGU's and other partners regarding RIM easement programs (for example, CREP) sign-up policies and procedures.**

**Priority: A**

**Amount of Time: 25%**

**Discretion: A**

**Tasks:**

1. Serve as a BWSR technical expert and coordinator at various meetings to provide technical information regarding RIM sign up-policies and procedures.
2. Develop and provide expert information, advice and perspectives via presentation and discussion.
3. Coordinate to achieve greater consistency and efficiency of RIM programs and practices.
4. Acquire new information and establish working relationships with peers to support continuous improvement of the RIM program and functions.
5. Provide expert testimony to Legislative and other committees regarding the RIM and CREP program.

**Performance Indicators:**

- a. BWSR landscape ecology and vegetation management program and expertise are well represented in presentations, documents and discussion.
- b. Adequate training is provided to SWCDs regarding RIM program procedures.
- c. SWCD RIM and CREP questions are answered with clear and precise communications in a timely fashion.

**Summary of Priorities, Percent of Time and Discretion**

<b>Responsibility</b>	<b>Priority</b>	<b>Percent of Time</b>	<b>Discretion</b>
1	A	25%	A
2	B	25%	A
3	B	25%	A
4	A	25%	A

**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 situation, makes decisions, takes appropriate actions and reports by exception through normal communication and review processes.

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

**POSITION DESCRIPTION C**

**RELATIONSHIPS**

This position reports to the Assistant Director for Programs and Policy (supervisor), who provides general guidance, reviews and approves program plans, advises priorities and assigns tasks. Communication is maintained by frequent informal communications, written reporting, and periodic review of work plans and priorities. The employee may also receive tasks or assistance requests from other senior managers and from other BWSR staff that necessitate coordination with the supervisor. The employee works closely with Soil and Water Conservation Districts, the Farm Bill Assistance Partnership, USDA Farm Service Agency and USDA Natural Resources Conservation Service personnel involved with Farm Bill Programs. Program leadership and coordination is also required with BWSR Conservation Easement Program staff and Board Conservationists statewide to integrate Federal conservation elements of the Federal Farm Bill and Inflation Reduction Act efforts with other BWSR programs and functions. This position also requires coordination with other BWSR staff, numerous local government units, state and federal agencies, private conservation groups, vendors and contractors involved in Federal conservation elements of the Federal

Farm Bill and Inflation Reduction Act implementation. The employee is expected to establish and maintain a strong liaison function with BWSR partners and clientele to advance and to share the expertise of the RIM and CREP programs.

### **KNOWLEDGE, SKILL, AND ABILITIES**

The employee must have a Bachelor's degree with a major in Biology, Ecology, Landscape Architecture, Environmental Science, Water and Land Management, or a closely-related technical field.

Training and experience in wetland and upland science, plant ecology, landscape ecology, and land use management is required. Advanced professional experience is required in wetland and upland restoration and protection, including native and invasive plant identification, land use management, and political and fiscal processes. The employee must possess the ability to apply technical and administrative knowledge and experience as a program administrator and coordinator for conservation easement acquisition and related conservation program implementation.

The employee must also have knowledge and experience with the structure of federal, state, and local government, including roles and relationships in the management of natural resources. The employee must have excellent oral and written communication skills, including: the ability to explain complex technical, political and fiscal matters to the public; the ability to present, discuss, and explain controversial or complex matters in a professional manner; and to conduct public speaking in an engaging and informative presentation. It is essential that the employee be able to work independently, as well as on interagency and intra-agency teams without close supervision, and have good human relations skills.

### **PROBLEM SOLVING**

Key problem-solving areas of this position are related to coordinating and integrating BWSR conservation easement and conservation grant programs, and associated projects implemented through local government units. The employee must be able to work with other program managers, BWSR clientele and project sponsors to resolve problems and help produce effective, resilient conservation projects.

The employee must use knowledge of existing conservation and regulatory programs, as well as have the ability to apply scientific principles and expertise, to tailor solutions or develop new approaches to solve resource management problems associated with landscape ecology and vegetation management. Establishing strong communication, both internally and externally, is an essential element of this position. The employee must lead and develop

The diversity of land uses and landscapes in the state will provide many different scenarios for the employee to understand, from the forests of northern Minnesota, glacial lake features in northwest Minnesota, the prairies and glacial features of south and central Minnesota, the unglaciated area of southeast Minnesota, to urban centers of the state. The local government units across Minnesota have varying degrees of capability to carry out the goals of wetland and upland restoration and protection, and other conservation programs. The employee will have to adjust his/her leadership and technical assistance approach accordingly, based on these conditions.

### **FREEDOM TO ACT**

Within established BWSR policy and guidelines, this position has considerable independence and freedom to act in areas related to the fulfillment of job responsibilities. This position has the authority to work directly with clientele and to independently solicit input from, and provide technical and program advice to, BWSR staff, state and local agency staff and officials, and private sector or academic staff, as needed. This position will, however, be expected to advise the supervisor and other senior managers of emerging issues and work

activities and discuss policy implications of work activities with the supervisor and other senior managers, as appropriate.