



The **Minnesota Board of Water and Soil Resources (BWSR)** is the state of Minnesota's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

Job Details

Working Title: Easement Acquisition Specialist Job Class: State Program Administrator, Intermediate Agency: Board of Water & Soil Resources

- **Job ID:** 81359
- **Location:** Bemidji, Brainerd, Detroit Lakes, Duluth, Mankato, Marshall, Rochester, St. Paul, Waite Park (St Cloud), (employee may select location).
- **Hybrid work Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 10/29/2024
- **Closing Date:** 11/19/2024
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources/ MAPE
- **Division/Unit:** BWSR / Easement Programs Unit
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes Est. <5%
- **Salary Range:** \$25.29 - \$36.71 / hourly; \$52,805 - \$76,650 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Employees/MAPE
- **FLSA Status:** Nonexempt
- **Supervisor:** Lucy Dahl
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

The position provides technical expertise for BWSR's conservation easement programs. 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 using GIS software.

Qualifications

Minimum Qualifications

- A) Bachelor's degree in conservation, geography, business administration or closely related field AND two (2) years of experience in real estate transactions and/or GIS mapping;

OR

B) Four (4) years of experience in real estate transactions and/or GIS mapping

- Experience mapping with ArcGIS or similar program.
- Interpersonal skills sufficient to interact in a professional manner and work with all parties interested in conservation easement programs; including landowners, SWCD staff and real estate/title attorneys.
- Communication skills sufficient to communicate program statute, rule and policy to all parties.
- Ability to work in a team environment and maintain a positive working environment.
- Ability to work under tight deadlines and adapt to changing program requirements, financial resources and administrative changes.
- 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.
- Ability to 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.

Preferred Qualifications

- Experience examining property titles, deeds, abstracts and other real estate related documents.
- Experience preparing maps and legal descriptions and related functions.
- Ability to advise and inform clientele on programs, eligibility requirements, processes, criteria for access to programs, and other pertinent information regarding BWSR easement activities.
- Knowledge of BWSR easement programs including program compliance to inform interested participants, conservation partners, title insurance agents, lenders and other parties.

Physical Requirements

Requires maintaining a stationary position for long periods of time, reaching, and using hands and fingers to operate a computer and keyboard. Must be able to travel occasionally for staff meetings and training purposes.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Driver's License DMV check
5. Conflict of Interest Review

Education/License Verification

Application Details

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Lucy Dahl at lucy.dahl@state.mn.us or [651-358-8676](tel:651-358-8676).

- Visit the [BWSR Careers site](#) for a copy of the Position description for more details on this position.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Patricia Sweep at patricia.sweep@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year

- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.