



State of Minnesota Position Description

Board of Water and Soil Resources

Position Description A

Employee's Name:

Position Control Number: 01087956

Agency/Division: Programs and Policy

Activity: Conservation Program Administration

Classification Title: SPA- Coordinator

Working Title: Easement Programs and Forestry
Coordinator

Prepared by: Sharon Doucette

Appraisal Period:

Signatures

Employee Signature_____Date signed_____

(this position description accurately reflects my current job)

Supervisor Signature:_____Date signed_____

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

Position purpose

This position exists to provide statewide leadership in planning, program administration and implementation to soil and water conservation districts (SWCD) and other partners for easement related program development and implementation that includes permanent protection programs and activities associated with the Outdoor Heritage Fund, source water protection projects, and Wild Rice Conservation Easements. This position will also work to identify and develop new initiatives to promote permanent protection of lands in the forested regions of the state. The position holder provides a high level of expertise to lead the development and coordination of BWSR and partner conservation organization's private lands protection through technical assistance, training and outreach including directing the work of agency staff involved in implementation activities. This position also works with the Board and Board Committees on program and policy development.

Reportability

Reports to: Easement Section Manager

Supervises: No direct supervisory responsibilities. Provides project guidance and direction to staff.

Dimensions:

Budget: Indirect control over program and project funding.

Clientele: Agency staff, SWCD and WD managers and supervisors, conservation organizations, Lessard-Sams Outdoor Heritage Council and staff, Legislative-Citizens Commission on Minnesota Resources members and staff, Clean Water Council and staff, Attorney General's Office, Legislators and staff, Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, Minnesota Department of Health, Minnesota Department of Agriculture, USDA-Natural Resources Conservation Service, USDA-Farm Services Agency, USFWS, Department of the Army, private landowners.

Position Description B

Employee's Name:

PCN:

1. Principal Responsibility

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

Priority A

% of time 55

Discretion A

Task Statements

- A. Lead the development and implementation of easement and related programs via governmental and nongovernmental partnerships on private lands.
- B. Lead BWSR's efforts on forestry related tasks and work.
- C. Lead BWSR's Source Water Protection Projects through coordination with SWCDs and other partners as appropriate.
- D. Lead various BWSR Outdoor Heritage Fund projects coordination with SWCDs and other partners as appropriate.
- E. Provide statewide long-range planning and direction for projects that provide permanent protection for forested lands and land adjacent to streams, rivers, and lakes.

2. Principal Responsibility

Coordinate the preparation of private lands funding proposals, accomplishment workplans and testimony in accordance with requirements.

Priority A

% of time 25

Discretion A

Task Statements

- A. Prepare proposals in response to calls for funding requests for OHF, LCCMR and other funding sources.

- B. Coordinate the development of necessary information to complete OHF accomplishment plan amendments as needed during the term of the appropriation.
 - C. Ensure that legal documents are recorded to ensure continued protection of the state's legal interest on easement parcels, such as Notice of Funding Restrictions documents.
 - D. Lead the completion of Final Reports for appropriations.
 - E. Provide leadership in the development of recommendations for data management, budgeting, fund management, grant proposal drafting, appropriation oversight, and reporting.
 - F. Under the direction of the supervisor, act as the BWSR lead on funding initiatives and testify before legislative committees and other governing bodies when appropriate.
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3. Principal Responsibility

Provide advice and technical expertise for SWCDs, LGUs, nongovernmental other organizations and partners regarding easement and related programs relating to forestry, forested lands, streams, rivers and lakes.

Priority A

% of time 10

Discretion A

Task Statements

- A. Serve as a BWSR technical expert and coordinator at meetings to provide technical information regarding agency forestry, easement and related programs policies and procedures.
 - B. Develop and provide expert information, advice and perspectives via presentations and discussion.
 - C. Coordinate to achieve greater consistency and efficiency of agency easement and related programs and practices through interaction with agency staff, SWCDs, state and federal agencies, nongovernmental organizations, and other partners.
 - D. Acquire new information and establish working relationships with peers to support continuous improvement of agency easement and related programs and functions.
 - E. Provide planning direction and leadership for conservation of forested lands, streams, rivers and lakes including siting, scoring and ranking, implementation and enforcement.
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4. Principal Responsibility

Lead and coordinate the establishment and revision of agency policies, section program guidance, inter-agency agreements, and program goals and objectives related to soil, water, and habitat resource conservation and protection programs.



Priority A

% of time 10

Discretion A

Task Statements

- A. Analyze programs, proposed legislation, rules, regulations and procedures for state and local government related to RIM and administrative procedures and provide policy guidance to agency leadership as appropriate.
- B. Coordinate and lead the development of policies, agreements, goals and objectives, priorities, and recommendations based on plans, legislation, national, state, or local issues, program reviews, and predicted or projected needs and trends.
- C. Prepare, present and assist with policy and program presentations to the BWSR Board and Committees.
- D. Establish agency operational and program practices.
- E. Resolve inter- and intra-agency conflicts in an expedient manner and resolve resource conflicts involving the public that cannot be resolved at a lower level.

Position Description C

Employee's Name:

PCN:

NATURE AND SCOPE

This position reports to the Easement Section Manager who provides general guidance, reviews and approves program plans, advises on 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 senior managers and other BWSR staff that necessitates coordination with the supervisor. The employee works closely with SWCDs, the Minnesota Department of Natural Resources, USDA Natural Resources Conservation Service, and USDA Farm Services Agency and other partners, including conservation organizations. Statewide program leadership and coordination is required with agency and partner organization staff and Board Conservationists statewide to integrate easement and related program efforts with other BWSR programs and functions. This position will work closely with agency staff and partner organizations to ensure statewide consistency in the delivery of permanent land protection initiatives and programs. This position also requires coordination with other BWSR staff, numerous local government units, state and federal agencies, conservation organizations, vendors and contractors involved with easement and related program implementation. The employee is expected to establish and maintain a strong liaison function with BWSR partners and clientele to share the expertise of easement and related programs and promote their use in private lands conservation.

RELATIONSHIPS

Minnesota's water, soil, and habitat resources are affected by a complicated set of economic, social and environmental factors, and the state's water and soil resource management and protection activities are carried out by a variety of private, local, state, and federal agencies. BWSR's primary delivery system for soil and water resources policy is to provide statewide leadership to LGUs and the technical, financial, and administrative resources they need to implement public policy. Solid working relationships and persuasion skills are often needed to guide collaborative efforts in areas not always clearly seen as being within the state's role. Therefore, coalition building and relationship management skills to ensure service delivery are critical for success. Trust, confidence, and credibility are critical. Provide statewide leadership and guidance to agency staff and LGUs to implement statewide policy and programs, often without public recognition. Work frequently involves "leading from behind" where the incumbent is the recognized program authority or expert partnering with local implementers in recognized leadership positions to provide "behind the scenes" guidance and support in program(s) or service(s) delivery. Provide high-level policy and program consultation and direction to guide diverse elements of agency and partner operations.

Successfully translate complex subject matter to a variety of public and private sector affected parties. Communicate daily with the Conservation Easement Section Manager and regularly with agency staff, the Board, and staff from partner agencies and groups on specific issues and projects.

Encourage and foster close inter-divisional and inter-agency cooperation to ensure that work is focused on water, soil, and habitat management issues. Establish and maintain close and credible working relationships with agency staff, local governments, contractors, other state agencies, and federal government agencies on water, soil, and habitat resource issues to ensure proper protection of Minnesota's environmental and natural resources. Ensure that other jurisdictions' resources and perspectives are used to inform and implement the agency's programs and policies. Coordinate activities with all agency areas and with other state agencies and academic institutions. Represent the agency on inter-agency assignments with state, federal, and local government agencies and non-governmental organizations to ensure effective program delivery; develop legislation, policy and procedure; and accomplish other assignments. State agency partnerships require close working relationships with DNR, MDA, MPCA, MDH, MnDOT, the University of Minnesota and others. Establish and maintain relationships with federal agencies to maximize federal resource commitments to the state by (1) informing and influencing federal natural resource and farm policy development and implementation and (2) ensuring that we work together for the protection and benefit of the resources.

Interact with the legislature, individual legislators, and legislative staff formally and informally. Because of the unique nature of the agency's activities and delivery systems, legislators are also stakeholders. Provide credible opinions and analysis in developing statute governing programs and policy. Develop and provide testimony before committees, councils, and commissions. Participate in developing legislative strategies on controversial matters of public policy and program development/implementation. Coordinate activities as needed with members and staff of legislative committees, councils, commissions, and Minnesota's congressional delegation.

KNOWLEDGES, SKILLS AND ABILITIES

The employee must have a bachelor's degree with a major in Forestry, Biology, Ecology, Environmental Science, Water and Land Management or a closely related field. Training and experience in forestry, wetland and upland science, plant ecology, landscape ecology, and land use management are required. Advanced professional experience in forestry, including native and invasive plant identification, land use management, and fiscal and political processes is preferred. 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 communications 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 AND CREATIVITY

Key problem-solving areas of this position are coordinating and integrating BWSR conservation easement, related programs and projects implemented through local government units and conservation groups. 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 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 have the ability to lead teams of staff from BWSR, state and federal agencies, local government units and conservation groups to address challenges and utilize opportunities to advance the conservation mission of the agency. 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 glaciated 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, 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 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 manager, as appropriate.