

# LINCOLN SOIL AND WATER CONSERVATION DISTRICT . . .



Helping Bring YOU Clean Water

200 S Co Hwy 5, Suite 2  
Ivanhoe, MN 56142  
507.694.1630 x3  
[www.lincolnswcd.net](http://www.lincolnswcd.net)

## POSITION ANNOUNCEMENT

### Lincoln Soil and Water Conservation District

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POSITION TITLE	Farm Bill Technician
POSITION STATUS	Full-time
STARTING SALARY RANGE	\$15 - \$20/hr.; Based on qualifications and experience
BENEFITS	Paid Holidays, Annual Leave, Sick Leave, Medical Ins., and PERA Retirement
POSITION LOCATION	Lincoln SWCD, Ivanhoe, MN
HOURS	8:00 – 4:30 – Monday – Friday
CLOSING DATE	4:30 PM April 20 <sup>th</sup> , 2018

#### **POSITION PURPOSE:**

The Lincoln Soil and Water Conservation District is seeking a highly motivated professional to serve as a Farm Bill Technician. This position will carry out technical services for the district. Overall supervision received from District Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Planning/Application/District Programs**

Under the supervision of the District Manager. Responsible for the operations of the (Reinvest in MN) RIM/CREP Program, Conservation/CRP Planning, Drill/Seed Program, Walk In Access Program etc. Promote and assist in the implementation of conservation practices/incentive programs on various lake/watershed projects. Will be required to achieve Conservation Planning Certification in order to write conservation plans. To be successful, must achieve the following standards.

##### **Standards**

- Market and promote the Reinvest in Minnesota/Conservation Reserve Enhancement Program and all Easement/Farm Bill programs (RIM/CREP 3 program) through news articles, newsletters, one on one contacts, etc.
- Responsible for all implementation, status reviews and applications for all Easement Programs (RIM/CREP programs etc).
- Maintain spreadsheets, files and GIS maps for all RIM/CREP sites in the county.
- Work with the Board of Water and Soil Resources (BWSR) on all RIM/CREP related activities.
- Work with landowners on the Walk-in-Access Program. Must promote and complete applications for landowners
- Conservation Planning, determine eligibility and develop plans for Federal CRP, CCRP, EQIP and State Cost Share Programs as needed or assigned.
- Must maintain a working knowledge of the Conservation Reserve Program (CRP) and other farm related programs.
- Must obtain Certification (Job Approval Authority JAA) in selected practices for Conservation Planning.
- Inventory the county to determine priority areas eligible for enrollment in a conservation easement program.
- Make one on one contact with landowners promoting conservation easement/farm bill programs.
- Keep the Townships informed on the Farm Bill Programs, etc. as requested/needed.
- Attend and promote above programs to the Pheasants Forever and Sportsmen's groups.
- If assigned, work with other counties on the various farm bill programs.
- Be the lead person on the Drill/Seed Program. Provide expertise of selecting quality seed options for landowners in the various programs.
- Coordinate the use of the drills, seeding, billing, seed orders, etc. in a timely manner.
- Operate and plant native grasses with the rented tractors and drills as needed.
- Coordinate with the seasonal employees on drill operations, policies and schedules with landowners/operators.
- Perform maintenance and small repairs on the grass seeders.

*The mission of the Lincoln SWCD is to protect and improve the quality of our water, soil, and natural resources by providing programs and services to the citizens and owners of Lincoln County to implement conservation practices.*

EQUAL OPPORTUNITY EMPLOYER

- Adhere to SWCD Policies.
- Responsible to keep all co-workers informed on the operations of the seeding program. Including but not limited to: scheduling of drills, seed bids, maintenance needs, customer lists, billing rates, location of plantings etc.
- Perform other duties as assigned by the District Manager.

**Assist with the following programs:**

- The buffer program as needed. Such assistance may include BuffCAT tool, GIS Mapping and field measuring.
- The local water plan as needed. Work with well sealing, Ag BMP, alternative drainage practices
- Grant writing, plan writing, annual plan and Biannual Budget Request (BBR)
- The one water shed one plan process. Make contacts with landowners to promote conservation practices to meet the goals of the one watershed one plans and the local water plan.
- SAM/ACPF modeling tool for watershed scenarios.
- The Minnesota Ag Water Quality Certification Program
- State Cost Share Program.
- Provide assistance with other staff to conduct field survey, design, layout and inspection of conservation practices for individual landowners/operators in the county.
- Tillage survey, rain gauge monitoring and well testing
- E-link State Reporting.
- Educational field days, Environmental fair, class room presentations for kids
- Perform other duties as assigned by the District Manager

**QUALIFICATIONS:**

- Proficiency with Microsoft Office Suite, especially Word and Excel
- Strong verbal and written communication skills for individual and group settings
- Ability to multitask and meet deadlines.
- Ability to learn new computer programs in an ever changing work environment
- Self-motivated and self-directed with ability to manage projects independently
- Must possess a valid driver's license and pass a security background check
- May be required to work outside normal business hours
- Must be able to lift over 50 pounds and be able to work in all weather and terrain conditions
- Must be able to work cooperatively and effectively with SWCD staff and other county, state, federal or conservation partner employees in an Ag Service Center environment
- Must be able to work independently or as part of a team with district staff
- Farm equipment operation and maintenance knowledge would be advantageous
- Knowledge of GIS/GPS programs
- Knowledge of farm programs or issues related to farming would be advantageous
- A Bachelors or a minimum of a two-year degree in environmental studies, water resources, Biology, wildlife management, GIS/GPS, Ag Business, Civil Engineering or similar field of study. Prior work experience would be advantageous.

**SELECTION PROCESS:**

Individuals selected for interviews will be contacted by phone/email. Late applicants will not be considered. Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Lincoln SWCD.

**APPLICATION PROCEDURES:**

Applicants must submit a resume, SWCD application form, and two letters of reference by the closing date to:

Lincoln SWCD  
 Attn: Dale Sterzinger  
 200 S Co Hwy 5, Suite 2  
 Ivanhoe, MN 56142

**CONTACT INFO:**

For specific questions regarding the position contact:

Dale Sterzinger  
 District Manager  
 Dale.Sterzinger@mndistrict.org  
 507-694-1630 ext. 112

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EQUAL OPPORTUNITY EMPLOYER