

## Resource Specialist

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Reports to: Murray SWCD Administrator & Murray SWCD Program Manager

Status: Regular Full-time

Starting pay: \$27.00-\$30.00

FLSA: Hourly/Non-exempt

Hiring Authority: SWCD Board of Supervisors

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### Position Purpose

The purpose of this position is to provide technical services to the cooperators of the Murray Soil and Water Conservation District in accordance with technical specification, legal specifications, program guidelines, and local polices. The Resource Specialist will help with the survey and design of conservation practices, manage and maintain district equipment and help with public education, as well as many other activities related to conservation as directed by the District Administrator. The Resource Specialist is a professional position that requires a diverse background in resource planning, problem evaluation, and conservation practice application.

### Basic Minimum Qualifications

Minimum training and experience required:

- Associate degree in Natural Resources Management, Biology or Environmental Studies or Four-Year Degree in Natural Resources Management, Biology, Environmental Health, Environmental Science/Studies, or a closely related field; OR
- Any combination of education and experience that demonstrates the ability to perform the duties of the position.
- Ability to pass a background check.
- A valid driver's license and willingness to travel.
- An understanding of general hydrology concepts and ability to interpret soil data.
- Basic math, writing, and computer skills.
- Regular and timely work attendance.
- Ability to establish and maintain working relationships with co-workers, agencies, and clients.
- Ability to work under stressful conditions.
- Ability to communicate orally or in writing using proper English.
- Ability to work independently.
- Physical ability to carry up to 50 pounds occasionally and perform outdoor work in all seasons of the year. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Preferred qualifications for this position:

- A minimum of two years' recent related experience
- Bachelor's degree in Natural Resources Management, Biology or Environmental Studies or Four-Year Degree in Natural Resources Management, Biology, Environmental Health, Environmental Science/Studies, or a closely related field
- Experience with ArcMap and GPS

- Civil engineering and grant writing experience
- Ecological job approval authority (JAA). Must obtain JAA within 2 years of hiring.

#### Duties and Responsibilities

1. Perform technical and engineering tasks in assigned areas.
  - a. Administers the Wetland Conservation Act (WCA)
  - b. Administers the Soil Health Program
  - c. Conduct status reviews on State and Federal Contracts.
  - d. Assist Landowners and other staff with implementation and enforcement of the Minnesota Buffer Law.
  - e. Experience with ArcMap-GIS software and GPS survey equipment.
2. Assist in the marketing of conservation programs that achieve grass, wetland cover, reduced erosion and increased water quality.
  - a. Market programs such as CRP, CCRP, CREP, WRP, WHIP, RIM, MAWQCP and other local, state, and federal programs.
  - b. Implement conservation practices.
  - c. Process cost-share applications in coordinator with conservation plans.
  - d. Guide landowners to appropriate staff, programs and agencies when necessary
3. Manage, operate, and maintain district vehicles and equipment.
  - a. Ensure that regularly scheduled maintenance is completed on district vehicles and that they are kept clean and in safe operating condition.
  - b. Schedule, operate and maintain tree planters.
  - c. Schedule, operate and maintain the native grass drills & Packers.
  - d. Inspection and maintenance of the District IP Shed and Vehicles.
4. Assists and cooperates with SWCD sponsored resource management education programs.
  - a. Supports the SWCD with education activities, program promotions through news releases, newsletters, radio interviews and booths at organized events.
  - b. Coordinates with NRCS staff and other local government agencies to provide educational opportunities for county residents.
  - c. Assist with the development and distribution of district newsletters, reports and other information.
5. Assist with implementation of the District Tree Program.
  - a. Order trees and shrubs from nurseries, develop tree order forms and maintain inventory of trees sold and remain in stock on hand.
  - b. Develop site plans and operation and maintenance guides.
  - c. Assemble orders of trees and tree mats and distribute them to clients.
6. Assist in any aspect of District Operations including reception, grant writing and reporting, and program evaluations.

# MURRAY SOIL AND WATER CONSERVATION DISTRICT APPLICATION FOR EMPLOYMENT

## I. PERSONAL DATA

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.		
Are you authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION				
Did you graduate from high school or receive a GED?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Name and location of last high school attended:				
Name and Location of College, University, Technical School	Number of years completed	Did you graduate?	Major courses of study	Certificate or degree
1.				
2.				
3.				
4.				

List/describe any other training and/or experience relevant to the position for which you are applying:

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*Please attach additional sheets if necessary.*

PAST WORK EXPERIENCE			
<i>Please account for the past five years.</i>			
Employer	Dates of employment	Start:	Finish:
Address	Phone (     )		
Job Title	May we contact this employer	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Job duties			
Reasons for leaving			
Employer	Job Title		

Address				Phone (      )			
Dates of employment		Start:		Finish:		May we contact this employer	
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
Job duties							
Reasons for leaving							
Employer				Job Title			
Address				Phone (      )			
Dates of employment		Start:		Finish:		May we contact this employer	
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
Job duties							
Reasons for leaving							
Employer				Job Title			
Address				Phone (      )			
Dates of employment		Start:		Finish:		May we contact this employer	
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
Job duties							
Reasons for leaving							

*Please attach additional sheets if necessary.*

### ADDITIONAL INFORMATION

Please check the computer programs in which you are proficient

MS Word  
  MS Excel  
  MS PowerPoint  
  Adobe Photoshop  
  Arc/GIS/ Arc View  
  Other (list)

State any additional information that may be helpful to us in considering your application


### REFERENCES

*Please list three professional references who have known you for at least a year.*

Full Name		Relationship	
Company		Phone (      )	
Address			
Full Name		Relationship	

Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**LICENSURE**

List current licenses, registrations or certificates relevant to the position for which you are applying.

License/No.	Issued by:
Date	Expiration
License/No.	Issued by:
Date	Expiration
License/No.	Issued by:
Date	Expiration

**VETERAN STATUS**

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you wish to claim Veteran's Preference Points?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PRIOR EMPLOYMENT**

Have you ever been discharged or forced to resign from prior employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, identify the employer and describe the circumstances:		

**UNEXCUSED ABSENCES FROM WORK**

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family?	
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## II. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the MURRAY SWCD to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, age, disability, sexual orientation, gender, marital status or any other legally protected status.

## III. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by the MURRAY SWCD in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the MURRAY SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the MURRAY SWCD may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the MURRAY SWCD without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

## XIII. CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

**I certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the MURRAY SWCD.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the MURRAY SWCD Board of Supervisors and that until such approval that the MURRAY SWCD shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, **I hereby authorize** any and all former employers, organizations where I have volunteered and references' names in this application, or any agent of such former employer or volunteer organizations, to release to the MURRAY SWCD and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the MURRAY SWCD will use this information to determine my fitness/qualification for the position I am seeking. This authorization expires one year from the date of my signature, below.

**I hereby release the Murray SWCD** and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said MURRAY SWCD, former employers, volunteer organizations or references, from any and all liability of whatever nature by reason of requesting or providing such information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Notice to Applicant:** If you do not agree with any portion of the acknowledgment, certification, authorization and release, cross out that section and initial it.

**The Tennessee Warning Notice**  
Minnesota Statutes, section 13.04, subdivision 2

The notice must be given when:	<ul style="list-style-type: none"> <li>• An individual</li> <li>• Is asked to supply</li> <li>• Private or confidential data</li> <li>• Concerning self</li> </ul> <p><i>All four conditions must be present to trigger the notice requirement</i></p>
The notice does <i>not</i> need to be given when :	<ul style="list-style-type: none"> <li>• The data subject is not an individual;</li> <li>• The subject offers information that has not been requested by the entity;</li> <li>• The information requested from the subject is about someone else;</li> <li>• The entity requests or receives information about the subject from someone else, or</li> <li>• The information requested from the subject is public data about that subject.</li> </ul>
Statements must be included that inform the individual:	<ul style="list-style-type: none"> <li>• Why the data are being collected from the individual and how the entity intends to use the data;</li> <li>• Whether the individual may refuse or is legally required to supply the data;</li> <li>• Any consequences to the individual of either supplying or refusing to supply the data; and</li> <li>• The identity of other persons or entities authorized by law to receive the data.</li> </ul>
Consequences of giving the notice are:	Private or confidential data on individuals may be collected, stored, used and released as described in the notice without liability to the entity.
Consequences of giving an incomplete notice, or <i>not</i> giving the notice at all, are:	<p>Private or confidential data on individuals cannot be collected, stored, used or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> <li>• The individual subject of the data gives informed consent;</li> <li>• The Commissioner of Administration gives approval; or</li> <li>• A state or federal law subsequently authorizes or requires the new use or release.</li> </ul>