



14855 Highway 10  
Elk River, MN 55330  
Tel. (763) 241-1170 ext. 3  
Website: [www.sherburneswcd.org](http://www.sherburneswcd.org)

## SHERBURNE SOIL AND WATER CONSERVATION DISTRICT

### Position Announcement

**POSITION TITLE:** Watershed Coordinator

**POSITION LOCATION:** Elk River and Foley, MN.

**APPLICATION DEADLINE:** March 3rd, 2008

**POSITION CLASSIFICATION:** Full Time

**SALARY:** Salary range \$41,600 to \$52,000 annually. Starting salary will be commensurate with qualifications and experience. Benefits include paid vacation, sick leave, holidays, health insurance compensation, and retirement plan.

**POSITION PURPOSE:** This is a shared position between Sherburne and Benton Soil and Water Conservation Districts. The Watershed Coordinator is responsible for performing a variety of tasks toward implementation of watershed initiatives in Sherburne and Benton Counties. Responsibilities include coordination and administration of Total Maximum Daily Load (TMDL) studies in the Elk River Watershed. This position also provides technical, educational and administrative assistance under policies established by the Sherburne and Benton Soil and Water Conservation Districts.

#### **RESPONSIBILITIES:**

1. Coordination of TMDL studies including preparation of workplans, budgets and progress reports.
2. Coordinate TMDL work with consultants
3. Organize meetings for stakeholders
4. Meetings with landowners
5. Assist with the design and installation of shoreland and stormwater BMPs
6. Assist with the installation of agricultural best management practices
7. Provide administrative support for grants received by the Elk River Watershed Association
8. Water quality monitoring including coordinating and planning, volunteer training, field work and related duties
9. Inform land users about watershed programs through meetings, news articles, radio tapes, newsletters and other media.
10. Provide updates to conservation organizations, County Boards, SWCD Boards and others about watershed activities.
11. Conduct educational programs
12. Assist with all other District programs as assigned.

**DESIRED QUALIFICATIONS:**

1. Bachelor's degree in natural resources, resource conservation, watershed management or related field of study. Applicable experience in soil and water resource management or watershed management may be substituted for minimum educational requirements.
2. Experience and/or knowledge of Total Maximum Daily Load studies.
3. Experience and/or knowledge of Agricultural and Urban Best Management Practices.
4. Strong interpersonal and communication skills, written and verbal.
5. Experience and/or knowledge of water quality data gathering and interpretation.
6. Must be proficient in Microsoft Excel and Word; knowledge of ArcView and/or ArcGIS, Microsoft Access, PowerPoint, and Outlook is desired.
7. Must be able and willing to work independently, outdoors, and sometimes under demanding conditions.

**APPLICATION PROCEDURES:** - Please send a cover letter and resume to the above address to be received **by 4:30 pm, Monday, March 3<sup>rd</sup>, 2008**. Candidates invited for an interview will be asked to supply a copy of their college transcripts. Personal references should be available on request. Interviews will be scheduled for the week of March 17<sup>th</sup>. Additional information may be obtained by calling (763) 241-1170 ext.3.

**CONDITIONS OF ANNOUNCEMENT** - The Sherburne Soil and Water Conservation District reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

**REASONABLE ACCOMMODATIONS** - Contact the Sherburne Soil and Water Conservation District at (763) 241-1170, ext. 3 to arrange reasonable accommodations to complete an application or attend an interview.

**EQUAL EMPLOYMENT OPPORTUNITY** - Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.