



## POSITION DESCRIPTION

**Title:** Water Plan Coordinator

**Position Status:** Full-time permanent Position

**Location:** Kandiyohi and Meeker (Willmar and Litchfield)

**Starting Pay Range:** Starting salary based on qualifications and experience (anticipated range \$60,000-\$28.73 to \$80,000-\$38.31) full benefits package with health, dental, and vision insurance; vacation, sick leave, holidays, and retirement plan contribution (PERA - Public Employee Retirement Association)

**General Description:** The main responsibility of this permanent, full-time position is to coordinate the SWCD's water planning, implementation, prioritization, and outcomes tracking of One Watershed, One Plan comprehensive plans. Other duties include assisting with SWCD Board and staff. Immediate supervision by SWCD Meeker District Technician and SWCD Kandiyohi Manager.

**Minimum Qualifications:** Four-year degree geography, cartography, planning, geographic information systems, public administration, natural resources, environmental resource management, or a related field or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

- Strong organizational skills
- Attention to detail
- Ability to communicate clearly in both oral and written forms
- Strong interpersonal skills, capable of working with a wide variety of people
- Experience with MS Office including Word, PowerPoint, and Excel
- Experience with ArcGIS and related software
- Self-motivated: able to work with minimal supervision
- Valid Driver's License and ability to pass USDA security background check Preferred Qualifications
- Two years professional work experience
- Project management and Geographic Information Systems (GIS) skills
- Understanding of natural resources, conservation, agriculture, hydrology, local government, and related issues

### Primary Duties and Responsibilities:

These examples do not include all possible tasks and do not limit the assignment of related tasks in any position of this classification.

Regular attendance according to the position's approved work schedule is required for all positions.

Coordinate with the SWCD management team and others to represent the SWCD in all "One Watershed, One Plan" planning and implementation activities. This includes initial planning, plan amendments, prioritization of implementation efforts, tracking outcomes, accomplishments reporting, development of biennial workplans, and all related efforts.

Assist with the coordination and development of the Comprehensive Local Water/Watershed Management Plans as scheduled in accordance to state requirements and work with other staff to implement the goals and objectives set forth in the locally adopted plans.

Completed landowner outreach and education of existing programs and projects.

Develop projects with landowners and provide technical and low-level design expertise for the development of in-field practices.

Provide guidance and recommendations to the SWCD management team for implementation of outreach, project development, and conservation practices in targeted priority areas identified in plans.

Participate in Performance Review and Assistance Program (PRAP) reviews of planning efforts and programs. Provide feedback to the SWCD management team on recommendations to improve program delivery and performance.

Consult with technical staff to review Local, State, and Federal permits for projects and provide comments as appropriate.

Provide staff support for the SWCD Board of Supervisors meetings, including meeting packets and recording of minutes.

Coordinate and facilitate various watershed-based committee meetings, public informational meetings and civic engagement activities associated with local water/watershed planning activities.

Represent Kandiyohi SWCD and Meeker SWCD in watershed planning and implementation activities.

Coordinate the development and submittal of grant applications for projects related to the goals and objectives of the local water/watershed management plans in conjunction with the staff of the Kandiyohi SWCD and Meeker SWCD.

Assist with GIS mapping and analysis to identify priority work areas and support grant applications associated with the goals and objectives of the local water plans.

Assist with tracking of activities and projects and the associated reporting requirements for grants/projects awarded that are associated with water planning activities.

Assist with data analysis of water quality and water quantity information and share information with associated boards and committees.

Maintains a cooperative relationship with other natural resource agencies operating within the district and coordinates requests for district assistance from and with other agencies.

Assist with the coordination of the various outreach and educational events and efforts of the Counties and SWCDs.

Assist with reporting on the water/watershed planning activities to the Kandiyohi SWCD and Meeker SWCD County Boards of Commissioners, the Kandiyohi SWCD and Meeker SWCD Boards of Supervisors, and other local organizations.

Keeps updated and knowledgeable on all federal, state, and local laws that affect the conservation work within the Kandiyohi SWCD and Meeker SWCD.

Maintains adequate records and prepares needed reports for submission.

Performs other duties and responsibilities as assigned by the District Technician and District Manager.

**Secondary Duties:** grant development, assisting in other field work – planting, assist in other SWCD programs, office coverage, tracking, and reporting, and outreach educational support. Other duties as directed.

Working Environment Work is performed in an office setting approximately 80% of the time and 20% out in the field.

Lifting requirement is up to 50 pounds on an occasional basis.

Kandiyohi Soil and Water Conservation  
District

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Meeker Soil and Water Conservation District

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_