

## POSITION ANNOUNCEMENT

### Shoreland Specialist

East Otter Tail Soil and Water Conservation District (SWCD)

**Position Location:**

801 Jenny Ave. SW  
Perham, MN 56573

**Application Deadline:**

May 20th, 2022  
4:00 p.m.

**Starting Wage:**

\$24.14 – \$29.53/Hour DOQ  
+ Benefits

**Request Application Forms From:**

East Otter Tail SWCD  
801 Jenny Ave SW, Suite #2  
Perham, MN 56573  
(218) 346-9105  
Email: darren.newville@eot.mnswcd.org

**Position Purpose:**

This full-time position will coordinate and implement the Districts Shoreland Program by working with private landowners in conjunction with local, state, and federal agencies with the protection, stabilization, and restoration of shorelines properties adjacent to public waters in Otter Tail County under the supervision of the District Manager.

**Required Education, Skills, Abilities and Experience:**

Qualified applicants should have a minimum of a bachelor's degree in Conservation and Natural Resource Management, Environmental Science, Soil Science, Soil and Water Conservation Technology or closely related field or an equivalent of education and related work experience. Erosion and Stormwater Management Certification and a basic understanding of civil engineering practices is preferred. Applicants should have excellent verbal and written communication skills and the ability to work independently with diverse clientele. Applicants must have a valid driver's license, must be able to lift at least 70 pounds, and be able to walk over rough terrain.

**Duties and Responsibilities:**

- ❑ Coordinate and implement the District's Shoreland Program. Including conducting site visits, planning, and implementing shoreland practices including shoreland restorations, buffers, rain gardens and other stormwater management practices.
- ❑ Assist with survey and design of conservation practices using engineering principles.
- ❑ Provides technical assistance to landowners regarding the County Shoreland Ordinance requirements.
- ❑ Oversee and perform the installation of non-engineered shoreland and stormwater projects and coordinate the installation on engineered practices.
- ❑ Assist with monitoring and inspection of conservation management practices as required.
- ❑ Conduct resource inventories and assessments related to this position using a combination of techniques and tools including but not limited to GIS analysis, digitizing, aerial photo interpretation, site inspections, informational surveys, historic records review, digital data review and other remote sensing techniques.
- ❑ Assist with administration and coordination of grants and cost-share programs related to shoreland and surface water quality projects in coordination with the District Manager.

East Otter Tail Soil and Water Conservation District is an Equal Opportunity Employer

- ❑ Assist with grant applications, quarterly and annual reporting, and long-range plan development.
- ❑ Represent the District at the Otter Tail County Coalition of Lake Associations (OTC COLA), Local Lake Association and the County AIS task force meetings.
- ❑ Fully understands the Federal, State and local laws and statutes in relation to wetland conservation and shoreland regulations.
- ❑ Coordinate the County Ag Inspector Program.
- ❑ Coordinate the County Ag BMP Loan Program.
- ❑ Assist with the District's outreach and educational programs.
- ❑ Performs other duties and responsibilities as assigned by the District Manager

**Application Procedure:**

Applicants must submit a cover letter, resume, and a completed East Otter Tail SWCD application for employment. The applications can be found at [www.eotswcd.org](http://www.eotswcd.org), they can be picked up at 801 Jenny Ave SW, Suite #2, Perham, MN 56573 or they may be mailed or e-mailed to applicant by calling (218) 346-9105 or sending an e-mail message to: [darren.newville@eot.mnswcd.org](mailto:darren.newville@eot.mnswcd.org). Individuals selected for interviews will be contacted by phone. **Application deadline is 4:00 pm, May 20th, 2022.**

**Condition of Announcement** – The East Otter Tail SWCD reserves the right to make changes to the content of this position without notification and may at any time withdraw the announcement.