



POSITION ANNOUNCEMENT

Morrison Soil and Water Conservation District of (MN) invites applications for the position of:

POSITION TITLE:	Easement Coordinator
POSITION STATUS:	Full-time
HIRING RANGE:	\$28.94- \$31.31
BENEFITS:	Paid Holidays, Annual Leave, Sick Leave, Taxable Fringe, PERA Retirement
POSITION LOCATION:	USDA Service Center, 16776 Heron Road, Little Falls, MN 56345
SUPERVISION:	This position is under the supervision of the SWCD District Manager
HOURS:	8:00 - 4:30; Monday – Friday
CLOSING DATE:	June 17 th , 2024

Position Purpose:

This position is also the lead staff for all RIM programs, not limited to Army Compatible Use Buffer Program which holds over 350 easements and is supported by the Department of Defense, LSOHC, and National Guard Bureau which has received nearly \$48,000,000 to date.

Essential Duties and Responsibilities:

Establish and maintain good working relationships with other employees and work effectively as part of a team at the Morrison SWCD and the Natural Resource Conservation Service (NRCS) at the USDA Service Center in Little Falls, Minnesota. Communicate with partners and private landowners effectively. To be successful, must have the following minimum qualifications and be able to achieve the following standards and responsibilities.

Minimum Qualifications:

- The position requires a two-year degree in the natural resources field such as resource conservation/management or the equivalent work experience in a related field required to do the job will be considered.
- Valid driver's license.

Easement Coordinator Standards:

- Proficiency in computer programs including Microsoft Word, Excel, Arc Map and virtual meeting platforms such as Microsoft Teams
- Possess good communication skills both in writing and verbally
- Perform online reporting
- The ability to multi-task in an office setting
- Exception organizational skills
- Work with private landowners, contractors, and agency professionals in a respectful manner
- Maintain a working knowledge of all programs managed by the Morrison SWCD and offered through NRCS
- Adhere to Morrison SWCD policies
- Self-driven and highly motivated
- Work independently and as a part of a team

Mission: To provide leadership and direct assistance for conservation management of soil and water

www.morrisonswcd.org ✨ 16776 Heron Rd ✨ Little Falls, MN ✨ (320) 631-3551



Easement Coordinator Responsibilities:

- Determine landowner eligibility
- Perform management, technical work, and monitoring activities associated with conservation easements in the established work areas
- Marketing of the various RIM programs
- Attend training sessions
- Follow BWSR RIM guidelines and policies
- Assist in the upkeep of the interested landowner database
- Meet with landowners to establish rapport and provide RIM easement rules and guidelines
- Complete and submit accurate RIM documents throughout the application, agreement and easement and compliance stages
- Work with landowner and title company to attain clear title on land deals
- Assist in tracking and reporting budgets and accomplishments
- Review title insurance documents
- Process requests for reimbursable cost incurred
- Conduct on-site inspections and process site inspection documents
- Verify property ownership and process ownership change documents
- Prepare conservation management plans and revisions
- Placing signage on easement lands
- Assist landowners with ongoing operation and maintenance of installed practices
- Conduct on-site and off-site monitoring as scheduled
- Maintain RIM contracts and files
- Process amended RIM easements as needed

Conditions of announcement:

The Morrison SWCD 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 Morrison SWCD to arrange reasonable accommodations to complete an application or attend an interview at 320-631-3553.

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 family status or membership or non-membership in an employee organization and serves the public with these same considerations.

Application Procedures:

Applicants must submit a cover letter, full resume and SWCD application form. The SWCD application form is available on the Morrison SWCD website at www.morrisonswcd.org. Send complete packets to:

Morrison SWCD
Attn: Shannon Wettstein
16776 Heron Road
Little Falls, MN 56345
320-631-3553
shannon.wettstein@morrisonswcd.org

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