



## **Projects Coordinator Job Opening**

Posting Date: 3-11-2021

Employer:

Itasca Soil and Water Conservation District (SWCD)

1895 W Hwy 2 - Grand Rapids, Mn 55744

Immediate Supervisor: Andy Arens, Itasca SWCD District Manager and Water Plan Coordinator

- All Itasca SWCD staff are ultimately accountable to the Itasca SWCD elected board of supervisors (five members).

Employment Classification: Permanent, full-time, hourly employee:

A person hired to fill a board-approved full-time position, work a 2080-hour work year, 80 hours per 2 week pay period, less holidays, earned vacation and sick leave benefits, and is entitled to all fringe benefits provided by the District.

Position responsibilities:

- Work with Itasca County landowners, and related public and private partners, planning and implementing forestry, shoreland, storm-water management, and other natural resource conservation projects:

Current and anticipated programs include:

- Administer cost share programs, including contract and payment paperwork, coordination with project engineers, and final grant reporting; BWSR base grant and special grants.
- Administer the Itasca SWCD annual spring native tree and plant sale.
- Utilize GIS, LiDAR, computer modeling and professional expertise to identify water quality improvement projects, project benefits, and costs.
- Administer the Reinvest in Minnesota Conservation Easement Programs.
- Work with landowners, County Environmental Services staff (Zoning), and the Itasca County Planning Board, on mandatory shoreland and/or stormwater mitigation plans.
- Fee service plans upon request, related to forestry, shoreland, storm-water management, or other natural resource conservation topic for which position holder is qualified to advise landowners on.
- As applicable to the position, and approved by the District Manager, participate in a limited amount of planning committees.
- Assist with District educational programs such as 5<sup>th</sup> grade water summit, Envirothon, workshops, news articles, press releases.
- Involvement with water planning efforts such as one watershed one plan (1W1P).
- Grant and program reporting and writing per Manager's direction, including but limited to BWSR E-Link reporting.
- Assist in the development and implementation of Private Forest Management programs.
- Assist with other district programs upon request: examples include, adopt-a-river clean-up, and King Lake weir maintenance.

- With any available time, assumption of additional duties and programs upon request by the District Manager; for example, irregular competitive and non-competitive grants.
- This position focuses heavily on special grants, so duties may vary depending on grant starting and expiration dates, workload voids, and funding needs.
- Position involves both office and field work.

Minimum Qualifications:

- Two-year natural resource management related degree from an accredited post-secondary school; a bachelor's degree, and relevant work experience, are preferred.
- Valid class D Mn driver's license.
- New hire job offers will be contingent a drug test detecting no levels of any illegal substances, and a background check detecting no felony convictions.

Work Schedule and Resources:

- Year around, Monday through Friday, 8am to 4:30pm (40hrs/wk); two 15-minute breaks and 30-minute lunch daily.
- Occasional evening hours and weekend days, on flex schedule.
- A tele-work policy is in place; staff can expect to work from home, the office, and in the field. District owned equipment and transportation will be used, in the office, while working at home, and while in the field (first reporting to the office is typically necessary for a District vehicle).
- Occasional travel out of the County, and at times over-night, for meetings, public engagement events, and training. Expenses are covered by the District.

Compensation, Benefits, and Terms:

- This is a non-management employees union eligible position.
- \$16.50/hour starting. \$17.50/hr after 6 months, pending good performance and probationary period ending. Current policy provides additional \$1.00/hr raises 12 months from start date, and then annually, all pending good performance.
- For the first 12 months of service, 1.847 hours of sick leave accrual per two week pay period, effective starting the first pay period; 3.693 hours per pay period thereafter.
- Ten paid holidays per year.
- Public Employees Retirement Association (PERA) 6.5% employee contribution and 7.5% SWCD contribution, each two week pay period, starting immediately; employee contribution is deducted from gross pay, but SWCD contribution is in addition to. SWCD contributions are refundable to employee after five years of employment, when vested status is achieved. Employee contributions are refundable prior to vested status, upon leaving the SWCD. Upon leaving the SWCD, PERA contributions can be withdrawn or can remain in PERA.
- Employee individual health insurance coverage, if accepted by employee, will begin within 120 days of starting day. Full premium, up to a \$800.00/month limit, is paid by the SWCD. A family plan is available, at full premium cost to the employee, for non-employee immediate family members.
- A \$15.00/month dental premium contribution is offered by the SWCD, for employee participation; premium balance must be paid by employee. A family plan is available, at full premium cost to the employee, for non-employee immediate family members. Employees who decline SWCD individual health insurance coverage have the option to receive individual dental insurance coverage at full cost to the SWCD.
- Employees are eligible to participate in a SWCD life insurance plan, at full premium cost to the employee.

- 6-month probationary period, which may be extended to 1 year upon discretion of SWCD Board.
  - After completion of probationary period:
    - \* 3.08 hours per two week pay period annual leave accrual (equivalent of 80 hrs or ten days per year).
    - \* Two additional floating holidays per year.

Veteran's Preference:

Veterans and disabled veterans wishing to claim veteran's preference, must indicate such to Andy Arens, in writing, either on their resume or via cover letter/e-mail notification accompanying their resume submission; those claiming veteran's preference must also provide a DD214 or DD215 Veteran verification form. A 100-point system will be used to rank all applicants, based on education, experience, and any relevant certifications. Applicants receiving a minimum qualifying score, and requesting Veteran's preference, will receive an additional 10 Veteran preference points, or 15 Disabled Veteran preference points.

Tennessee Warning:

The information requested in this application process is intended to be used by the Itasca SWCD in determining suitability of employment for the position you are currently seeking. If hired, the information may later be used for consideration for other positions, verification of employment history, or disciplinary action in the event that the information provided is not truthful. You are not legally required to provide any of the information requested in this form at this time. However, failure to provide complete, accurate information may result in the Itasca SWCD being unable to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the Itasca SWCD may be unable to provide the necessary accommodations if you do not provide this information. The information you provide in this application process, that is classified as private data under the Minnesota Government Data Practices Act (MGDPA), will not be released outside the Itasca SWCD without your consent, except as necessary for tax purposes or as otherwise required by state or federal law, or court order. Information that is classified as public data will be released pursuant to the terms of the MGDPA.

To Apply:

Provide resume including relevant job experience and professional references, a signed and dated copy of this document, and a copy of your college transcripts (official or un-official) to:

Andy Arens  
District Manager and Water Plan Coordinator  
Itasca Soil and Water Conservation District (SWCD)  
1895 W Hwy 2 - Grand Rapids, Mn 55744  
[andy.arens@itascaswcd.org](mailto:andy.arens@itascaswcd.org)  
218-999-4431

Application Deadline: 8:00a.m. Monday April 5th, 2021.

---

By signing below, you acknowledge the content of this job announcement, certify that application materials submitted for this position are accurate to the best of your knowledge, and authorize the Itasca SWCD to contact any listed professional references.

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

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