

POSITION ANNOUNCEMENT
ANOKA CONSERVATION DISTRICT
1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

POSITION TITLE: Natural Resource Conservationist
POSITION LOCATION: Ham Lake, Anoka County, MN
CLASSIFICATION: Technical – Technician or Specialist depending on qualifications and experience
STATUS: Regular full time non-exempt
BENEFITS: Full benefits per ACD Handbook
DURATION: At the leisure of the ACD Board of Supervisors
HOURLY HIRING RANGE: \$18.68 to \$22.41 (Technician) or \$25.39 – \$32.70 (Specialist) per ACD Compensation Plan
HOURLY POSITION RANGE: \$18.68 to \$30.08 (Technician) or \$25.39 – \$40.88 (Specialist) per ACD Compensation Plan
MINIMUM QUALIFICATIONS: Related Degree:Related Work Experience (yrs)
Technician – MS/MA:0 or BS/BA:1
Specialist - MS/MA:3 or BS/BA:4
Satisfactory Driving Record, Satisfactory Criminal Background Check

POSITION OBJECTIVE: The mission of the ACD is to conserve and enhance the natural resources of Anoka County. We do this by conducting monitoring and analysis, informing landowners and local government in natural resource management, and leveraging technical and financial resources to promote natural resource stewardship practices. All positions of ACD work to achieve this mission through a variety of programs and services. Specific tasks and their relative priority are listed in the position description workload table.

ORGANIZATIONAL STRUCTURE: The Board of Supervisors is the employer. All employees of the district work to implement the programs and services designed to meet the goals and objectives as defined by the Board of Supervisors and set forth in long-term comprehensive and annual plans of work. All regular and limited term positions provide monthly reports of activities to the Board of Supervisors. For daily workload management, task coordination, and staff supervision, the district hierarchy from top to bottom is Managerial, Principal, Specialist, Technician and Assistant. Those higher in the hierarchy may provide guidance, supervision and direction to those lower in the hierarchy.

Specialist: Specialist-level technical positions require highly trained individuals who are capable of project/program management with support from principal or managerial staff. Specialists are expected to have sufficient knowledge and expertise to ensure the success of projects/programs under their direction and are therefore largely accountable for success.

Technician: Technician-level technical positions involve the execution of projects/programs, but are not responsible for their development or making decisions regarding management. Technicians do not assume full responsibility for project/program implementation and completion.

TASK NARRATIVE: Refer to the position description for a full narrative of the workload tasks. Generally, this position will assist other staff with water resource monitoring, natural resource inventories, providing technical assistance to landowners and conducting targeted outreach, project installation support, BMP inspections, invasive species management, assisting with product processing and distribution (seedlings and Rain Guardian pretreatment chambers), and participating in materials development and activities for general education and outreach. If a specialist were hired, they would be expected to lead these endeavors.

WORK ENVIRONMENT: The position involves both field and office work. Employees in the position should expect extended computer use; working on, in or near flowing water; traversing rough, steep or densely vegetated terrain; lifting over 45 pounds overhead, exposure to disease vectors and irritants (insects); handling and application of pesticides; utilizing gas and electric power tools; and operation of motor vehicles (e.g. truck, trailer, boat, ATV). Due to COVID-19, remote working is currently prevalent.

ADDITIONAL INFORMATION AND APPLICATION PROCEDURE: The complete job description and application materials are available online at AnokaSWCD.org. Contact Kathy Berkness, Office Administrator with questions at Kathy.Berkness@AnokaSWCD.org.

To apply, provide a cover letter, resume, completed ACD application, and list of at least three professional references to the above address or via email to Kathy.Berkness@AnokaSWCD.org to be received by 3:00pm, Thursday January 21, 2021. The position will likely be offered shortly after Tuesday February 16, 2021. Interviewees will be asked to supply a copy of their college transcripts. All interviews will be conducted remotely.

APPOINTING AUTHORITY: No job offer will be final until approved by the ACD Board of Supervisors.

REASONABLE ACCOMMODATIONS: Kathy Berkness, Office Administrator, may be contacted to arrange reasonable accommodations to complete an application or attend an interview via email at Kathy.Berkness@AnokaSWCD.org.

CONDITIONS OF ANNOUNCEMENT: Anoka Conservation District reserves the right to make changes to the content, extend the deadline, or withdraw this position announcement without notification.

EEOE (Equal Employment Opportunity Employer): The Anoka Conservation District is an EEO employer.