



105 S. Division St
PO Box 74
Warren, MN 56762
(218) 745-5010

POSITION TITLE	Program Technician
POSITION LOCATION	Warren, Minnesota 56762
SALARY	Starting Position Salary Range: \$24.00 - \$27.00 per hour Starting salary will be dependent on experience and qualifications
BENEFITS	Paid sick leave, paid vacation leave, paid holidays, PERA retirement account and health stipend
STARTING DATE	May 2025 – anticipated start date
TO APPLY	Submit cover letter and resume with references to the Marshall SWCD Mail to: Marshall SWCD, PO Box 74, Warren, MN 56762 Email to: Darren.carlson@mn.nacdnet.net
DEADLINE TO APPLY	Friday, April 18, 2025, 4:30pm <i>Late application packages will not be accepted</i>

POSITION PURPOSE

The Program Technician position is an employee of the Marshall Soil and Conservation District (SWCD) funded through local appropriations and state grant sources. Work is performed under the direct supervision of the Marshall SWCD District Manager. The Program Technicians works with landowners and other units of government to promote, coordinate and implement the conservation practices and programs of the Marshall SWCD.

Physical Requirements

The assigned work requires occasional prolonged walking, bending, lifting, and stretching on varying landscapes during all types of weather.

PRIMARY RESPONSIBILITIES (Technical)

- Assists with agricultural programs and partnerships for soil health practices
 - Visit landowners' properties to assess properties for soil health practices.
 - Advise landowners on financial and technical support options. Work with producers to develop conservation plans to meet NRCS standards.
 - Obtain the proper Job Approval Authority (JAA) for numerous practices (E.g. cover crops, residue & tillage management, etc.)
- Assists with the Thief River and Middle/Snake/Tamarac Watershed-Based Implementations Plans.
 - Complete soil erosion site visits and make recommendations on ag best management practices.
 - Track the SWCD Grant and program expenses by grant category.
 - Work directed by overall watershed goals.
- Administer the Wetland Conservation Act (WCA)
- Assists with the Minnesota Buffer Law
- Assists with the Drill and Tree Program
- Perform or assist with technical work duties as assigned by the District Manager



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PRIMARY RESPONSIBILITIES (Administrative)

- Communicate effectively with landowners, members of the public, and partner agencies
- Work effectively with local, state and federal agencies, boards and organizations in promoting various conservation programs and accomplishing the goals and objectives of established annual and long-range plans
- Coordinate and assist with educational programs, presentations, promotions, demonstrations, press releases, outreach efforts, and newsletter articles as assigned by District Manager
- Maintain records and data for district programs and projects as well as follow government program requirements for grant reporting and record keeping
- Provide reports and/or attend monthly SWCD Board Meetings as directed by the District Manager
- Keep updated and knowledgeable on federal, state and local laws that affect work within the district
- Maintain data as needed for SWCD operations using Microsoft Office and ArcGIS software programs
- Represent Marshall SWCD at various meetings or committees as assigned
- Accomplish work independently with limited supervision
- Accept other duties as assigned by the District Manager

Required Qualifications:

- Two or more years of related natural resources, agricultural or education professional experience.
- Experience with GPS, GIS, and other data collection tools.
- Knowledge of forbs, grasses, and trees for identification.
- Computer skills, including Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Possess a valid MN driver's license and a good driving record.
- Strong written and verbal communication skills.
- Able to communicate and build relationships effectively with diverse individuals.
- Able to effectively conduct presentations to the public, including large and small groups.
- Able to work independently and as part of a team.
- Able to plan, prioritize, coordinate, and manage work in an organized manner.
- Applicants must be able to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.
- A passion for agricultural conservation.

Preferred Qualifications:

- Bachelor's degree in natural resources management, wildlife, soils or agriculture.
- Four or more years of experience in related natural resources professional expertise.

The Marshall Soil and Water Conservation (SWCD) is an Equal Opportunity Employer. All SWCD's programs and services are available without regard to race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, familial status, gender identity, sexual orientation, and other protected classes.