

Position Announcement - Program Technician

POSITION STATUS	Full-time
STARTING SALARY RANGE	\$42,679 – 57,489 DOE
POSITION LOCATION	Detroit Lakes, Minnesota
CLOSING DATE	4:00 PM Friday September 5, 2025



POSITION PURPOSE:

This position promotes, plans, and implements conservation provisions of the Federal Farm Bill, the Reinvest in Minnesota (RIM), and other related wildlife and clean water conservation programs. As part of a greater partnership, this position works with the Natural Resource Conservation Service (NRCS), Farm Service Agency (FSA), the Minnesota Board of Water and Soil Resources (BWSR) and other partners to promote and implement local, state and federal conservation programs and best management practices. Activities will include program promotion, contract coordination, conservation planning, conservation plan modification, site assessment, inspections, and reporting, as well as providing technical assistance for wildlife habitat enhancement techniques to private landowners and public organizations.

DESIRED QUALIFICATIONS:

- Two-year vocational conservation certification or other post-secondary education achievement
- A minimum of 2 years field experience in soil and water conservation.
- Conservation Planning Certification is preferred at the time of hire.
- Familiarity with the USDA-NRCS's National Planning Procedures Handbook.
- Firm understanding of the agronomic principles associated with farm production for both livestock and non-livestock enterprises.
- Strong interpersonal skills; capable of working effectively with individuals in the public, private, and Government sectors; self-motivated: able to work with minimal supervision.
- Valid driver's license, physical ability to carry equipment over rough terrain and ability to perform outdoor work in all seasons of the year. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions and Duties:

The duties below are normal for this position. These are not to be construed as exclusive, exhaustive or all-inclusive. Other duties may be assigned and required.

- Performs simple to complex surveys for design and layout of best management practices.
- Understands the Federal and State cost share programs and can explain these programs to landowners.
- Provides clients information of programs available to assist with natural resource protection (i.e. USDA-Environmental Quality Incentive Program, Conservation Reserve Program, SWCD Financial Assistance Programs, Buffer Initiative, CREP and other programs).
- Independently design basic practices (e.g., tree plans, seeding plans, waterways and buffer strips). Assists with the installation and maintenance of conservation practices; Performs technical work according to the NRCS Field Office Technical Guide, independently with minimal supervision.
- Performs conservation planning as outlined in the National Planning Procedures Handbook. Implements full-cycle program sign-up, ranking, contracting, payments; Prepares records and reports summarizing work accomplished.

SELECTION PROCESS:

Applicants must submit a 1) resume, 2) cover letter and 3) SWCD application for employment to:

Becker SWCD
Attn: Bryan Malone
809 8th Street SE
Detroit Lakes, MN 56501

Or email completed application materials to bryan.malone@co.becker.mn.us

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applicants selected for the interview process will be contacted directly.