



Program Technician Position Description

Position Purpose

The Program Technician position requires a diverse background in preplanning, problem evaluation, and conservation practice application. This position promotes and implements conservation provisions of the Federal Farm Bill, the Reinvest in Minnesota (RIM), and other related wildlife and clean water conservation programs. 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.

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.

Basic Qualification Requirements

A four-year degree in Natural Resources or two-year vocational conservation certification or other post-secondary education achievement with 2 years of experience is desirable. The essential job duties for this position are regular and timely work attendance, ability to establish and maintain working relationships with co-workers, agencies, and clients; ability to work under stressful conditions, and items under "Duties and Responsibilities" listed below.

Physical Requirements

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

Duties and Responsibilities

1. Understands the Federal and State financial assistance programs and can explain these programs to landowners, highest emphasis is the Conservation Reserve Program.
2. Advises and works with landowners on the installation and maintenance of conservation practices.
3. Develops conservation plans and Long-Term Agreements and provides the necessary guidance for follow up to ensure implementation of plan.
4. Provide forestry stewardship and conservation planning assistance to meet natural resource and land occupier needs.
5. Provide in-season and long-term guidance for irrigation water management based on local measurements and crop specific evapotranspiration estimates.

6. Conducts the annual inspection of required buffers in the County. Assists and works with landowners investigating alternative practices for compliance with the Buffer Law. Also coordinates with the County on correspondence to non-compliant parcels.
7. Is aware of the agronomic principles associated with crop production and natural resource protection for both livestock and non-livestock enterprises and can develop conservation plan alternatives to meet resource and land user needs.
8. Assess total resource needs on each farm and develop alternative methods of addressing resource needs according to the Field Office Technical Guide.
9. Performs simple to complex surveys for design and layout, supervises construction of conservation practices, and completes performance documentation of these practices.
10. Performs technical work, such as survey note reduction, drafting, and engineering designs, according to the NRCS Technical Guide, without detailed instructions, after adequate training.
11. Prepares and assists with educational events, demonstrations, workshops, tours, newsletter articles, press releases in cooperation with NRCS, Becker County Environmental Services, local watershed districts and other agencies.
12. Prepares records and reports covering work accomplished.
13. Supervise field staff when given project responsibility.
14. Promotes the conservation philosophy of the SWCD, as outlined in the Annual and Local Water Plan
15. Assist the County Ag Inspector as needed.
16. Performs other related duties as directed or apparent.

Performance Evaluation

Performance Evaluation is the responsibility of the District Administrator and will be reviewed annually by the District Board.

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