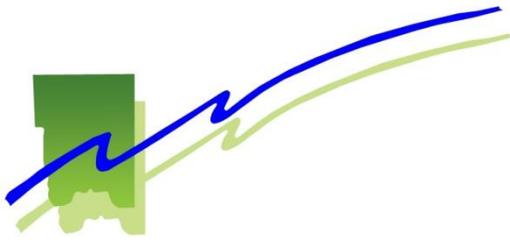


# Ramsey Conservation District



1425 Paul Kirkwold Drive  
Highway 96 & Hamline Avenue  
Arden Hills, MN 55112  
Telephone 651-266-7270  
Fax 651-266-7276  
[www.ramseycounty.us](http://www.ramseycounty.us)

## Conservation Technician Position Announcement December, 2016

LOCATION: Ramsey Conservation District, Arden Hills, MN

HIRING RANGE: \$17.00-24.00

STARTING SALARY: DOQ

JOB STATUS: Full Time with benefits

HOURS/DAYS: 40 hours per week during normal business hours, Monday – Friday, 8:00am – 4:30pm, with occasional evening and Saturdays.

APPLICATION DEADLINE: January 19, 2017

The Ramsey Conservation District (RCD) is accepting applications for an Assistant District Technician. This position is responsible for providing coordination of Ramsey County's Aquatic Invasive Species Prevention Plan Initiatives among other tasks.

### DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

- Coordinate the implementation of the Ramsey County Aquatic Invasive Species Plan initiatives and funding
- Act as the lead in managing AIS prevention efforts throughout the County
- Implement early response control plans as needed
- Draft next edition of Ramsey County Aquatic Invasive Species Prevention Plan and budget
- Organize stakeholder meetings and educational presentations
- Coordinate the Ag Certification Program
- Additional tasks as assigned

QUALIFICATIONS: Qualified applicants will possess a bachelor's degree in water resource management, environmental studies, natural resource management, or a closely related degree. Proficiency with biological field sampling gear and boats is required. Successful project management experience and attention to detail are critical. Qualified applicants will be self-motivated, able to show commitment to high quality work, and complete projects on schedule while dealing with diverse audiences. Effective communication and presentation skills, in both informal and formal situations, are very important. Proficiency in personal computer programs, including Microsoft Word, Outlook, Publisher, and PowerPoint is required. Working knowledge of ArcMap GIS and ability to use survey equipment, including laser level and GPS equipment preferred. Must have a valid driver's license and good driving record.

WORK ENVIRONMENT: Work involves office (60-70%) and outside field work (30-40%). Work involves frequent position changes: lifting, pushing and pulling requirement up to 50 pounds on a regular basis; and exposures not limited to heat and wet conditions. Equipment used, but not limited to, office equipment including telephone, computers, projectors as well as field equipment such as soil augers, GPS and survey equipment.

SELECTION TECHNIQUE: Finalists for the interview process will be determined after initial screening and assessment of relevant qualifications and experience. Applicant(s) selected for the interview process will be contacted directly by the Ramsey Conservation District.

APPLICATION PROCESS: Submit a cover letter, resume and three references to Ann WhiteEagle, Ramsey Conservation District, 1425 Paul Kirkwold Drive, Arden Hills, MN 55112 or via email at [ann.whiteeagle@co.ramsey.mn.us](mailto:ann.whiteeagle@co.ramsey.mn.us) **January 19, 2017 at 4pm.**

CONDITIONS OF ANNOUNCEMENT: Ramsey Conservation District reserves the right to change the content of this announcement without notification and may at any time withdraw the announcement.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER