

**STATE OF MINNESOTA  
Board of Water & Soil Resources**

**POSITION DESCRIPTION**

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**Employee's Name:**

**Position Control Number:**

**Agency/Division:** MN Board of Water & Soil Resources

**Activity:**

**Classification Title:** State Program Administrator Principal

**Working Title:** Wetland Specialist

**Prepared By:** Ken Powell

**Appraisal Period:** to

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE**

This position exists to provide regional support for, and oversight of local government units (LGUs) implementing the Wetland Conservation Act (WCA), including administrative and technical assistance and training. The position also serves as a regional liaison for the Board of Water and Soil Resources (BWSR) with the public and other governmental and private groups and organizations that interact with and/or are affected by WCA.

**REPORTABILITY**

Reports to: Wetland Conservation Act Operations Supervisor

Supervises: No supervisory authority.

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**DIMENSIONS**

**Budget:**

This position may contribute to the preparation and management of budget items necessary to perform assigned duties, including training program implementation, equipment procurement, and agency initiatives.

**Clientele:**

Elected or appointed officials and staff of counties, cities, townships, soils and water conservation districts, watershed districts, watershed management organizations, federal and state agencies, various public and private groups and organizations interested in and affected by WCA and individual landowners and citizens and their agents. This position may require occasional work assignments outside of work area to provide wetland technical or administrative assistance to local government units or other BWSR staff.

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**POSITION****DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion  
Time**

**1. Provide recommendations and general leadership and coordination on the application of WCA to specific projects and planning initiatives in the assigned work area.**

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**TASKS**

- a) Provide agency comments and recommendations on project proposals in assigned work area.
- b) Serve as BWSR representative on Technical Evaluation Panels (TEPs) by attending and participating in TEP meetings, site reviews, pre-application meetings and LGU planning meetings as necessary to facilitate effective and efficient WCA implementation.
- c) Assist LGU and other TEP members in developing and assembling findings and communicating with applicants and other clientele.
- d) Provide technical advice and assistance to clientele on wetland delineation and wetland functional assessment.
- e) Assist and oversee WCA violations and appeals and consult as needed with appropriate BWSR staff.
- f) Attend LGU board/council meetings to represent agency position on local project reviews if warranted.
- g) Provide comments and direction to LGUs on the development of comprehensive wetland management plans and other wetland planning initiatives.
- h) Coordinate with BWSR banking staff and road authorities on Local Government Road Wetland Replacement Program (LGRWRP) applications and associated issues.
- i) Coordinate with BWSR mitigation specialists and other technical staff on the review of wetland banking applications and credit deposits.
- j) Provide agency comments on wetland bank plans to LGU and bank sponsor. Track and monitor bank reviews and agency comments.
- k) Coordinate with BWSR monitoring staff, wetland bankers and landowners to ensure compliance with monitoring requirements and easement conditions on wetland banks in assigned work area.
- l) Coordinate with easement staff to ensure appropriate easement boundaries and deeded access for wetland banks in assigned work area

**PERFORMANCE INDICATORS**

- a) Is reasonably available for scheduling meetings, conference calls and site reviews with LGUs.
- b) Is dependable and timely in terms of attending meetings, participating in field reviews and responding to e-mails and phone inquiries.
- c) Provides timely and reasonable interpretations of WCA rules and associated BWSR policies while giving adequate consideration to the overall purpose of WCA.
- d) Review comments and recommendations are useful, detailed, professionally and technically sound, well documented, and consistent with state and federal policy and rules.
- e) Bank reviews in work area are timely and tracking of reviews in agency database is accurate and up to date.

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- f) Can prioritize and manage workload to prioritize project reviews that have significant wetland resource consequences and/or the potential for larger program ramifications.
- g) Comments and recommendations on proposed projects and plans are provided within applicable comment period deadlines.
- h) Demonstrates an appropriate level of technical knowledge of wetland delineation, wetland typing and wetland functional assessment to adequately advise the LGU and TEP.
- i) Working relationships are developed and maintained with LGUs and other related agency staff in work area.
- j) Has sufficient knowledge of and provides an adequate level of coordination assistance and advice to clientele regarding WCA-related regulatory programs (DNR protected waters program, Army Corps Section 404 program).
- k) Appropriately seeks assistance and feedback from other staff regarding difficult interpretations and issues prior to advising and/or responding to clientele.
- l) Demonstrates understanding and respect for the differing roles and responsibilities of the LGU, TEP and BWSR.
- m) Exhibits an appropriate level of professionalism when interacting with landowners, applicants, consultants and TEP members.

**2. Provide advice and mentoring/coaching of LGUs on proper administration of WCA in the assigned work area.**

**TASKS**

- a) Assist LGUs in developing effective and efficient administrative procedures to implement WCA.
- b) Troubleshoot and help resolve contentious WCA administrative issues in assigned work area.
- c) Plan, facilitate, and deliver wetland administrative training and coaching for LGUs and others involved with the implementation of WCA. A 15 A

**PERFORMANCE INDICATORS**

- a) Is able to explain the purpose and reasoning behind key WCA policies, rules and procedures.
- b) Keeps LGUs informed of programmatic, rule and statutory changes relevant to WCA.
- c) Proactively keeps supervisor and others updated and informed about regional issues and projects that are or have the potential to be controversial.
- d) LGUs in work area follow proper WCA administrative procedures.
- e) LGU staff and TEP members in work area know their roles and responsibilities.
- f) Understands how each LGU performs their WCA administrative functions and who the key staff members are.
- g) Strong professional relationships are developed and maintained with LGU staff and TEP members.

**3. Oversee and evaluate LGU functioning and performance related to WCA**

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**implementation.**

**TASKS**

- a) Review and monitor LGU compliance with WCA annual reporting requirements.
- b) Ensure LGUs have proper delegations of authority and assist them as warranted.
- c) Ensure proper TEP coordination and functioning in work area.
- d) Participate in spot checks and audits of LGU performance and provide associated recommendations for improvement.
- e) Meet with LGU staff supervisors and governing boards as necessary to ensure proper WCA administration.

**PERFORMANCE INDICATORS**

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- a) LGU spot checks and audits are conducted within designated deadlines and associated findings and recommendations are effectively communicated in writing.
- b) LGUs in work area comply with WCA reporting requirements and have appropriate delegations of authority in place.
- c) TEP's provide timely findings and recommendations and are transparent and public-service oriented.

**4. Coordinate with other agencies at a regional level to improve the efficiency and effectiveness of WCA-related policies, decisions and procedures.**

**TASKS**

- a) Interact with regional staff from other agencies with connections to the WCA program to identify opportunities to increase coordination and minimize duplication among federal, state and local programs.
- b) Work with other state and federal agencies on a case-by-case basis with the goal of consistent and collaborative decision-making.
- c) Coordinate with DNR enforcement officers on enforcement and enforcement orders.
- d) Coordinate with U.S. Army Corps of Engineers (Corps) project managers on project reviews and facilitate working relationship between Corps and LGUs and TEPs.
- e) Collaborate with other agencies on wetland enforcement cases as warranted.
- f) Coordinate with regional staff from other agencies in regard to interagency agreements and initiatives.

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**PERFORMANCE INDICATORS**

- a) Builds and maintains strong professional working relationships with regional staff from other agencies.
  - b) Develops and maintains a basic understanding of other agency programs related to and/or associated with WCA.
  - c) Any issues associated with DNR enforcement orders are efficiently coordinated with DNR and rectified.
  - d) Corps project managers are kept informed of WCA actions and meetings and
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associated permit actions are coordinated to the extent possible.

- e) Interagency agreements and initiatives are adhered to at the regional level.
- f) Ideas on collaborative opportunities with other agencies are brought to the attention of Wetland Section staff.

**5. Participate in formal and informal agency-sponsored training events and serve on intra and inter agency work groups and teams.**

**TASKS**

- a) Plan, facilitate, and/or conduct wetland technical training involving soils, hydrology, and vegetation parameters for clientele as directed by supervisor.
- b) Plan, facilitate, and/or conduct WCA administrative training at agency-sponsored training events.
- c) Serve on BWSR Academy training team when requested.
- d) Participate in the development of WCA rules, guidance and policies through work groups and teams.
- e) Participate in agency-wide initiatives and programs when requested.

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**PERFORMANCE INDICATORS**

- a) Provides constructive input and works diligently on internal and external work teams.
  - b) Responds to requests from WCA program staff and other BWSR staff in a timely manner.
  - c) Is prepared for wetland section meetings and conference calls when pre-meeting materials are provided and/or when leading presentation/discussion.
  - d) Training presentations are conducted professionally and exhibit careful thought and preparation.
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**POSITION  
DESCRIPTION C**

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**NATURE AND SCOPE** (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

**RELATIONSHIPS**

This position reports to the Wetland Conservation Act Operations Supervisor but must interact with many BWSR staff including, but not limited to the Wetland Section Manager, assistant directors, wetland mitigation specialists and assistants, other wetland specialists, technical services staff, monitoring staff and office administrative assistants. In addition to LGU and SWCD staff and board/council members, the employee must interact with staff from other agencies including USACOE, DNR, watershed districts, watershed management organizations, the Natural Resource Conservation Service, the Farm Service Agency, Minnesota Pollution Control Agency and others. The WCA Operations Coordinator provides general guidance, occasionally assigns special projects, and adjusts priorities. Communication with the supervisor is maintained by informal conversations, e-mails, conference calls and staff meetings. This position requires considerable oral and written communications with BWSR staff, local government officials and staff, other state and federal agencies, and the public.

**KNOWLEDGES, SKILLS AND ABILITIES**

The employee must have academic training and experience in ecological principals related to wetland science as well as familiarity with the technical aspects of wetland delineation, wetland typing and wetland functional assessment. The employee must also have direct professional experience working for or with wetland regulatory programs. It is essential that the employee have excellent oral and written communication skills which include: the ability to explain complex technical, political, and fiscal matters to the public; the ability to present, discuss, and explain controversial matters in a professional manner; and the ability to conduct effective training through speaking and demonstration. It is essential that the employee be able to work independently without close supervision and have good human relations skills. The employee must have a conceptual understanding of the role of government and regulatory programs. Preferably, the employee will have expertise in one or more technical fields related to wetland science including vegetation, soils and hydrology. The employee must develop and maintain technical competency in all aspects of wetland delineation and functional assessment.

**PROBLEM SOLVING AND CREATIVITY**

Key problem solving areas for this position are related to coordinating wetland regulatory activities between the private sector, State employees, Federal employees and local governments. The employee must have the ability to apply scientific principles and statutory authorities to tailor solutions or develop new approaches to resolve issues related to the WCA. Employee must be able to recognize conflict and apply appropriate dispute resolution techniques to resolve the situation and achieve program mandates and objectives. Where problems are unique or require policy change, the incumbent will seek direction from the supervisor.

**FREEDOM TO ACT**

Within established policy guidelines, the position has a high level of independence and freedom to act in areas related to the fulfillment of job responsibilities. This position has the authority to work directly with clientele and to independently solicit input from BWSR staff, state and local agency officials, and private sector or academic expertise as needed. This position will be expected to advise the supervisor of emerging issues and work activities and discuss policy implications of work activities with the supervisor and/or other managers as necessary.

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