

Organization: Vadnais Lake Area Water Management Organization (VLAWMO)

Position Title: GIS Watershed Technician

Reports To: VLAWMO Administrator

Type of Position: Full-time, non-exempt

Salary: Depends on qualifications. Includes benefits.

POSITION OBJECTIVE

The Vadnais Lake Area Water Management Organization (VLAWMO) is looking for a watershed technician to manage its Geographic Information System (GIS), assist with water monitoring activities as needed, and support other technology systems including, website, social media and other general assistance as needed.

Job Duties & Responsibilities

GIS support (40%):

- Map making/editing for general use and special projects
- Shapefile editing and creation
- VLAWMO database management (data structuring and geodatabase management)
- Ensuring data accuracy and reliability (checking and editing shapefiles for errors)
- Historic and current Wetland Conservation Act (WCA) decision mapping, metadata, and document filing and conversion to electronic records
- Restructuring of current database
- RCGISUG coordinator

Education and Outreach (25%)

- Assisting with and preparing for community events at festivals, learning centers, and workshops
- VLAWMO.org and Facebook updates
- Assist with print material development
- General communication assistance

Water Resources (20%):

- Water quality, bacterial sampling and monitoring
- Data entry
- Monitoring reports and narratives
- VLAWMO project area and structure maintenance

- VLAWMO partner project inspections and reporting
- WCA admin field assistance

Administrative Assisting (15%):

- Preparing Board and Technical commission mailing packets
- Supporting 2017-2027 water planning
- Attending watershed meeting/ site visits
- Other project or program assistance as needed

Minimum Qualifications: Bachelor's degree or higher in a natural resource field, experience with using ArcView GIS software, working knowledge of MS Office software, public interaction or customer service work, a valid driver's license and working vehicle. Applicants should be able to engage in field work, walking and carrying equipment over uneven ground and able to lift up to 50 pounds.

Desired Qualifications: Course work or other experience in water resources and related fields; 1 year previous professional experience with watershed agency or similar work; experience working with database or data sets and analysis; experience with water sampling and protocol; familiarity with stormwater control and treatment best practices; environmental education experience; comfort level with interpreting scientific information to others; and some basic knowledge of state and local regulatory program. Experience with website maintenance, e-newsletter or other electronic communication is an asset.

TO APPLY: Submit cover letter, and resume by **Saturday, December 19, 2015 at 12 PM**

to: Stephanie McNamara

Administrator

Vadnais Lake Area Water Management Organization (VLAWMO)

800 East County Rd E

Vadnais Heights, MN 55127

stephanie.o.mcnamara@vlawmo.org

651-204-6073