



Job Title: Shoreland Specialist  
Department: Land Services  
Classification: 9  
Reports to: Land Services Director  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: By exception  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 06/2024

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**Nature of Work:**

This position is responsible for reviewing and assisting landowners with shoreland specific permit requests such as helping with construction questions around bluffs, wetlands, lakes & rivers to ensure rules are followed to meet state shoreland requirements. Assists the Land Services Director with administering funds received for Aquatic Invasive Species (AIS) Program through a county grant application and the programs the county administers. Works with the Morrison County Soil and Water Conservation District on providing enforcement of the MN Public Waters Buffer Program and Wetland Conservation Act.

**Communicates with:**

Internally – All Land Services Staff  
Externally – State/county/city entities and public.

**Supervision:**

N/A

**Essential Work Functions:**

- Assists landowners on the phone and at the counter with land use decisions on their shoreline property to ensure county rules are followed. Reviews lots for bluff, wetland, steep slopes and other features that are regulated in the shoreland areas of the county.
- Performs site visits for potential projects and land use permits near water bodies with landowners to discuss what is able to be permitted on their property.
- Performs site inspections on complaints and determines if work was done without permits and/or allowable, and work with landowners to get into compliance as needed.
- Assembles grant applications for AIS projects from local lake associations and improvement districts, assists in grant review and end of year reporting.
- Assists the SWCD with buffer enforcement issues. Write violation letters to landowners and perform site visits to get compliance with state laws.
- Conducts septic system inspections for new installs to ensure the state and county rules are followed. Prepares Certificate of Compliance once complete. Maintains septic certification by attending continuing education as required.
- Works with the SWCD on wetland related issues such as setbacks, MN Wetland Conservation Act rulings and violations through being part of their Technical Evaluation Panel.
- Works with landscapers and excavators on stormwater related construction plans prior to permitting to ensure water bodies are protected from surface water runoff.

**Other Work Functions**

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- Requires a four-year degree in environmental science , or general science area.
- Minnesota Licensed Septic System Inspector
- One (1) or more years of experience.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Valid MN driver's license.
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal, written and oral communication skills.
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- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

<b>Exposed to:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Atmospheric Conditions		X		
Travel			X	
Hazardous materials	X			
Extreme temperatures	X			
Environmental	X			
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_