

**STATE OF MINNESOTA  
POSITION DESCRIPTION A**

**Employee's Name:**

**Position Control Number:** 00011920

**Agency/Division:** Board of Water and Soil Resources (BWSR)

**Activity:**

**Classification Title:** Grants Specialist Coordinator

**Working Title:** Grants Coordinator

**Prepared By:** Melissa Lewis

**Employee's Signature:** \_\_\_\_\_  
(this position description accurately reflects my current job)

**DATE** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_  
(this position description reflects the employee's current job)

**DATE** \_\_\_\_\_

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**POSITION PURPOSE:**

This position exists to provide statewide administrative direction, oversight, and support for the delivery and implementation of grant programs of the Agency. Responsibilities include establishing program goals and objectives, providing grant program training and guidance, coordinating multiple program activities to ensure efficient and effective administration, program communications, and evaluating policies and procedures.

**REPORTABILITY**

**Reports to:** State Program Administrator Manager

**Supervises:** No supervisory authority over state employees. Lead worker for Grants Specialist.

**DIMENSIONS**

**Budget:** The position contributes to the preparation and management of budget items necessary to implement grant programs of over \$100 million biennially.

**Clientele:** BWSR staff and board; federal and state government representatives; board and staff of counties, soil and water conservation districts, watershed districts, watershed management organizations, cities, and townships; project managers for local water plans.

**POSITION  
DESCRIPTION B**

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**PRINCIPAL RESPONSIBILITIES**

1. **Grant Program Administration and Coordination.** Provide statewide coordination and administrative direction for the efficient and effective delivery and implementation of Agency grant and related programs.

Priority: A 65% of Time Discretion: A

**Tasks:**

- a. Develop, administer, and evaluate policies and procedures for implementing grant programs.
- b. Assist in development and updates of rule, policy, and administrative procedures.
- c. Prepare and present grant program recommendations to the Board and Board committees.
- d. Prepare and provide grant program reports and summaries for clientele, legislative reports or hearings, and budget narratives.
- e. Prepare Grants Encumbrance Authorizations and grant agreement templates for all grant programs.
- f. Assist with development of grant amendments to ensure consistency and adequate justification.
- g. Create and maintain forms and guidance for grant program administration.
- h. Prepare press releases regarding grant programs in coordination with program staff and communications staff.
- i. Be aware of and follow applicable policies and procedures related to grants management and financial practices, include Office of Grants Management policies.
- j. Maintain allocation formulas for calculating general fund grants.
- k. Oversee grant program compliance and reporting with established procedures, including the Office of the Legislative Auditor and the Chief Financial Officer, and coordinate with regional staff to ensure consistent resolution of non-compliance issues.
- l. Provide assessments of BWSR Grant Program accomplishments and alternatives for program implementation to supervisor, BWSR leadership, and BWSR Board.
- m. Prepare requests for proposals for grant programs as needed.
- n. Chair the BWSR Grants Team, prepare agendas and coordinate meetings.
- o. Collaborate with other BWSR grant-related teams, including the Cost Share Work Group, Grants Monitoring Workgroup, and eLINK Team.
- p. Coordinate with and support the Clean Water Coordinator regarding Clean Water Fund programs, the Compliance Coordinator and regional staff to resolve compliance issues, Measures and Outcomes Coordinator to ensure eLINK meets grant program needs and requirements, and Administrative Services staff to ensure efficient delivery of grant programs.
- q. Maintain contracts and communications with state agencies that contract for BWSR grant and eLINK services.
- r. Maintain databases, files, and records as necessary to monitor and track grant activities.
- s. Lead the development and maintenance of the Cooperative Weed Management grant program, including program request for proposals, grant selection, and program guidance, in coordination with the Native Vegetation Specialist.
- t. Resolve complex or sensitive issues that arise, consult others as needed.
- u. Complete special assignments as approved or requested by supervisor.

2. **Grant Program Communications and Training.** Provide program communications and training for the efficient and effective delivery and implementation of Agency grant programs.

Priority: A 20% of Time Discretion: A

**Tasks:**

- a. Respond to grant questions and problems of grant recipients, BWSR staff, and clientele.
- b. Communicate regularly with BWSR field staff to review and direct grant implementation programs.
- c. Communicate regularly with clientele regarding grant programs, notifications, deadlines, reporting requirements, and related matters.
- d. Respond to grant questions and problems of grant recipients, BWSR staff, and clientele.
- e. Lead and participate in staff teams and trainings as required to administer grant programs and address specific issues of program administration.
- f. Maintain the grants pages of the BWSR website to ensure information is current and accurate.
- g. Organize and conduct grant development and implementation meetings and trainings with BWSR staff and other state/local agency staff.
- h. Meet regularly with staff of state and federal agencies to discuss related programs, problems, and opportunities for improved and more effective and efficient program coordination and delivery.
- i. Inform BWSR staff and board members of grant program activities of other agencies.

3. **IMPLEMENTATION OF DISASTER RECOVERY ASSISTANCE PROGRAM.** Participate and lead the planning, policy development, and implementation of BWSR disaster programs.

Priority: A 10% of Time Discretion: A

**Tasks:**

- a. Develop and maintain the Disaster Recovery Assistance Program policy and guidance.
- b. Coordinate with the Minnesota Recovers Task Force and BWSR Chief Engineer as disasters occur and in informing clientele of the implementation steps.
- c. Lead informing clientele of implementation steps, collection of damage surveys, and ensure access to Damage Survey form when a disaster occurs.
- d. Draft press releases regarding the Disaster Recovery Assistance Program when disaster occurs in coordination with communications staff.
- e. Provide periodic training to clientele regarding the program.

4. **Agency Representation.** Represent the Agency at public meetings and interagency teams, and give presentations at public meetings and address inquiries concerning BWSR Grant programs so that accurate and timely information is provided.

Priority: B 5% of Time Discretion: B

**Tasks:**

- a. Represent the board at Invasive Species Council.
- b. Prepare and give presentations to various groups.
- c. Respond to clientele and public inquiries for information.
- d. Participate, as assigned, on interagency workgroups and committees.
- e. Resolve inter- and intra- agency conflicts in an expedient manner in coordination with supervisor.

**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 directly to the supervisor who provides administrative direction, general guidance, assigns projects, and adjusts priorities. Assignments may also be transmitted through the Assistant Section Manager from the Executive Director or the Section Manager. Communication with the supervisor is maintained by frequent informal conversations, unit staff meetings, section staff meetings, and evaluation of the position's annual plan of work. This position requires considerable oral and written communication with BWSR staff, local government officials and staff, other state and federal agencies, and the public.

**Knowledge, Skills, and Abilities:**

Knowledge of:

- Laws, rules, and policies pertaining to grants in general and to specific fiscal and program parameters of natural resource conservation programs sufficient to design, implement and evaluate grant programs.
- BWSR's mission, goals, objectives, and programs sufficient to discuss agency positions with insight and credibility.
- The structure of federal, state, and local governments including understanding their roles and responsibilities in natural resource conservation.

Skill in:

- Oral and written communication.
- Evaluation of program results to assure work quality and continually improve work processes with strong awareness of most immediate and sustained effects on customers.
- Presenting, discussing and explaining complex or controversial matters in a professional manner.
- Qualitative and quantitative analysis sufficient to evaluate grant program results.

Ability to:

- Lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made.
- Represent the agency in management level federal, state, and local government discussions.
- Draft policy, procedure, and other written guidance.
- Analyze, interpret, and evaluate alternatives and consequences of impacts of proposed statutes, rules and policy.
- Work independently without close supervision.

**Problem Solving and Creativity**

Key problem solving areas for this position are related to coordinating and integrating the activities of clientele involved in grant management. Considerable opportunity exists for creative solutions to the issues affecting natural resources protection. The employee must use knowledge, skills, and abilities to apply scientific principles and statutory authorities to develop new approaches and solutions to solve resource problems, and to develop policies and procedures that streamline the implementation of grant programs to minimize agency and grantee administration. Establishing and maintaining strong communication links, both internally and externally, are essential elements of this position. Employee must be able to recognize conflict and apply appropriate dispute resolution techniques to achieve program mandates and objectives. Where problems are unique or require policy change, the incumbent will request direction from the supervisor.

**Freedom to Act**

Within established policy guidelines, this position has considerable independence and freedom to act in areas related to fulfillment of job responsibilities. The position has the authority to work directly with clientele and to independently solicit input from BWSR staff, state and local officials, private sector or academic expertise as needed. The incumbent is expected to advise the supervisor and agency leadership of emerging issues and work activities and discuss policy implications of work activities.