



# Employment

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## Job Postings

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### STATE PROG ADMIN COORD

\$ 25.51-\$ 37.93 hourly, \$ 53,265-\$ 79,198 annually

**Date Posted:** 02/10/2012

**Closing Date:** 02/24/2012

**Working Title:** Organization Effectiveness Dir

**Hiring Agency:** Water & Soil Resources Board

**Location:** Various

**Who May Apply:** Open to all qualified job seekers

**Posting Number:** 12BWSR000002

**Employment Conditions:** Permanent, Full-time

**Work Shift:** Day Shift

**Days of Work:** Monday-Friday

**Travel Required:** yes

**Job Grouping:** General Administration

**Classified Status:** Classified

**Job Description:** Continuously improve organizational effectiveness via coordination and successful implementation of agency initiatives from internal development of projects and programs through training, outreach and communications with internal and external partners. Report to the Board of Water and Soil Resources' (BWSR) Assistant Director for Program Development and Policy. Responsibilities include:

**ORGANIZATIONAL DEVELOPMENT.** Direct specific processes that develop the agency to be more effective in accomplishing its desired goals. Improve agency performance through proactive and collaborative techniques within and between departments.

**PROJECT MANAGEMENT.** Direct, lead, and manage organizational development efforts to optimize agency operations and management and increase organizational performance. Develop, screen and prioritize agency projects that create or revise programs, procedures or measurement systems. Assemble and supervise project teams with clear objectives and deadlines that mesh with other agency initiatives. Analyze and determine role in specific BWSR projects in consultation with leadership team, considering various stages of entry (for example, one-time facilitation needs, project management, project development).

**COMMUNICATIONS.** Lead and oversee the development and implementation of a comprehensive strategic agency communications plan. Serve as lead worker for communications staff.

TRAINING. Oversee the development and management of a comprehensive agency training plan that includes internal and external training programs. Collaborate with BWSR management to establish training priorities. Coordinate cost-effective training with multiple providers. Serve as lead worker for training staff.

**Minimum Qualifications:** REQUIRED EDUCATION AND LICENSE

- Bachelor's degree in organizational development, training and development, organization management, communications or related field OR an equivalent combination of relevant post-secondary education
- Valid driver's license

REQUIRED EXPERIENCE

At least five years of progressively responsible applied professional experience in organizational development, change management, project management, performance management, or personnel training that demonstrates ALL of the following knowledge, skills, and abilities sufficient to perform the job duties described above:

KNOWLEDGE, SKILLS AND ABILITIES

Advanced experience in:

- Public sector organizational development, change management, continuous process improvement
- Project management for major initiatives with multiple interest groups, for example, projects encompassing multiple divisions, contractors and external partners
- Strategic communications planning and implementation, including media relations
- Training program development, implementation and evaluation sufficient to oversee training that includes soil and water conservation areas and building local government capacity

Advanced skills in:

- Coordinating change management and implementation of organizational initiatives
- Project management that includes developing, screening and prioritizing projects
- Providing effective management to highly sensitive projects, for example, multiple interest groups with differing priorities

Ability to:

- Be highly organized to plan and direct projects as well as make independent judgments for each area encountered
- Approach challenging and difficult situations, both internal and external and at all levels of the organization, with well-developed human relation skills
- Research issues that may be unique to the work of BWSR and provide recommendations to the Executive Team

**Preferred Qualifications:** The following qualifications are preferred, but not required, to be considered:  
- Project Management Certification

**Selection Process:** The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience,

you do not need to submit another.

**How to Apply:** You are strongly encouraged to submit your resume through the online Resume Builder at <http://www.careers.state.mn.us/>. You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management and Budget, 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-296-2616 or, in greater Minnesota, 1-800-657-3974.

A copy of the complete position description can be found under Job Postings at the bottom of the home page on the BWSR website at: [www.bwsr.state.mn.us](http://www.bwsr.state.mn.us).

**Contact for More Information:** Julie Blackburn, 651-297-5617 / [Julie.blackburn@state.mn.us](mailto:Julie.blackburn@state.mn.us).

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