

State of Minnesota		EMPLOYEE=S NAME	
POSITION DESCRIPTION A			
AGENCY/DIVISION Minnesota Board of Water & Soil Resources		ACTIVITY	
CLASSIFICATION TITLE Office Administrative Specialist Senior	WORKING TITLE (if different) Central Region Administrative Assistant		POSITION CONTROL
PREPARED BY Kevin Bigalke	PREVIOUS INCUMBENT Cari Pagel		APPRAISAL PERIOD
EMPLOYEE=S SIGNATURE (this position description accurately reflects my current job)		SUPERVISOR=S SIGNATURE (this position description reflects the employee=s current job)	
DATE:		DATE:	
POSITION PURPOSE This position exists to provide direct administrative and office support to four major program areas: Central Region, Resource Conservation Section, and Organizational Effectiveness Section. The position provides a broad range of office and administrative support to the staff members at the Board of Water and Soil Resources offices in St. Paul, Waite Park, and Rochester. This position is located in St. Paul.			
REPORTABILITY Reports to: This position reports directly to the Central Region Manager as well as indirectly to the Resource Conservation Section Manager, Organizational Effectiveness Section Manager and Chief Financial Officer. Supervises: None.			
DIMENSIONS Budget: Does not apply. Clientele: Board of Water and Soil Resources Staff Soil and Water Conservation Districts (SWCD) Watershed Districts (WD) Counties Cities Staff of Local, State, and Federal Agencies General Public			

POSITION DESCRIPTION B		EMPLOYEE=S NAME		POSITION CONTROL NUMBER		
Resp. #	PRINCIPAL RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS	Priorit	% Time	Discretion		
1	<p>PROVIDE OFFICE AND ADMINISTRATIVE SUPPORT TO THE CENTRAL REGION MANAGER, ORGANIZATIONAL EFFECTIVENESS MANAGER, & RESOURCE CONSERVATION SECTION MANAGER</p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> a) Review itineraries and expense claims requests for consistency and accuracy prior to Central Region Manager, OED Manager and Resource Conservation Section Manager review. b) Track, compile, and gather materials for meetings of assigned Committees and Teams. c) Plan, organize, and act as main contact to venues for regional staff meetings & other events as needed. d) Bidding venue locations, working with agency contact to organize meeting arrangements, contacting staff to develop meal and lodging list, creating the internal paperwork and purchasing in SWIFT. e) Compliance with ALP Federal and State laws while coordinating meetings. f) Suggest and implement improvements to the efficiency of daily operations within the office and region. g) Participate in workgroups or teams related to office and region. h) Prepare purchase requests for Central Region Manager, OED Manager and Resource Conservation Section Manager approval by obtaining required support documents (i.e. special expense requests, internal requests for goods and services forms) and ensure adherence to State and agency purchasing policies and procedures. Maintain purchasing records for each Section. i) Monitor program area expenditures and coordinate with Chief Financial Officer. j) Process staff Special Expense Requests, Internal Requests for Goods and Services, travel logs, supply orders, etc. k) Compose, format, review, edit, and/or process Central Region Manager, OED Manager and Resource Conservation Section Manager correspondence, reports, and other materials as requested. l) Respond to technical questions related to the four program areas. Direct questions to appropriate staff as necessary. m) Direct questions on special programmatic software programs to appropriate staff. <p><u>Performance Indicators:</u></p> <ul style="list-style-type: none"> 1) Deliverables are clear, concise, accurate, high quality and completed in a timely manner. 2) Administrative procedures are followed. 3) Work is completed within the requested deadline. 4) Maintain Local Purchasing Authority Certification. 	A	45	A		

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2	<p>PROVIDE ADMINISTRATIVE SUPPORT TO STAFF OF CENTRAL REGION FIELD OFFICES, OED SECTION & RESOURCE CONSERVATION SECTION</p> <p>Tasks:</p> <p>a) Create and generate support documents for use in trainings and meetings as directed and/or approved by Central Region Manager, OED Manager, and/or Resource Conservation Section Manager.</p> <p>b) Schedule meetings and conference call for Central Region staff, OED Manager, and Resource Conservation Section Manager.</p> <p>c) Coordinate conference room reservations and catering arrangements as requested.</p> <p>d) Address staff technical issues and submit necessary work orders, such as a MN.IT ticket, to address issues.</p> <p>e) Process supply and equipment orders for BWSR offices in Central Region, Rochester, OED Section, and Resource Conservation Section.</p> <p>f) Implementation of BWSR records retention plan.</p> <p>g) Attend conferences, meetings and trainings as requested and/or approved by Central Region Manager and in consultation with the OED Manager and Resource Conservation Section Manager.</p> <p>h) Collect, organize, and update current addresses, titles, phone numbers, and other pertinent information of agencies, individuals, organizations, political bodies, committees, and BWSR personnel. Information is maintained in BSuite, Outlook Contact Management and eLINK.</p> <p>i) Respond to and use professional judgement to determine appropriate recipient for incoming calls; take legible and accurate message; assist callers when appropriate.</p> <p>j) Research and respond to requests for program specific and agency-wide information.</p> <p>k) Monitor and maintain office supply stock and order other supplies and equipment as needed.</p> <p>m) Assist Central Region Manager, OED Manager, & Resource Conservation Section Manager with onboarding activities for new staff, such as equipment and supplies coordination and training on various office functions and policies.</p> <p>n) Enter updates and changes into Contact Management system, run current address reports, share update e-mail addresses. Assist staff in using Contact Management.</p> <p>o) Support the implementation of the Buffer and Soil Loss Programs by maintaining receipt of Notifications of Noncompliance, Corrective Action Notices, Administrative Penalty Orders, Appeals, and other regulatory correspondence.</p> <p>p) Work with Buffer and Soil Loss staff to prepare and send Corrective Action Notices, Administrative Penalty Orders, Appeals and other regulatory correspondence and agency purchasing policies and procedures.</p> <p>q) Assist in RFP and contracting processes as needed.</p> <p>r) Cover BWSR Central Office front desk as needed.</p>	A	35	A	

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3	<p>Performance Indicators:</p> <ol style="list-style-type: none"> 1) Administrative support tasks are performed correctly, in a timely, efficient manner, according to state laws and BWSR rules, policies, and guidelines 2) Support materials are prepared correctly and on time and are of high quality. 3) Communications with staff are effectively maintained. 4) Office administrative procedures are implemented consistently in all offices. 5) Maintain Local Purchasing Authority Certification. <p>PERFORM ACCOUNTING AND PURCHASING FUNCTIONS FOR THE CENTRAL REGION, OED SECTION, and RESOURCE CONSERVATION SECTION AND STATEWIDE MEETINGS AND TRAININGS</p> <p>Tasks:</p> <ol style="list-style-type: none"> a) Prepare documents related to the procurement of goods and services related to the coordination of meetings and trainings as directed and/or approved by Central Region Manager, OED Manager, & Resource Conservation Section Manager, and in consultation with Finance Division Director. b) Perform SWIFT documentation requirements. c) Maintain accurate records on the status of contracts. d) Perform accounting requirements pertaining to coordination of meetings. e) Bidding venue locations, working with agency contact to organize meeting arrangements, contacting staff to develop meal and lodging list, creating the internal paperwork and purchasing in SWIFT f) Compliance with ALP Federal and State laws while coordinating meetings. g) Participate in Finance and Accounting Unit meetings, as necessary, to discuss purchasing protocol and oversight, as well as coordination of BWSR purchasing activities. <p>Performance Indicators:</p> <ol style="list-style-type: none"> 1) Deliverables are clear, concise, accurate, high quality and completed in a timely manner. 2) Administrative procedures are followed. 3) Work is completed within the requested deadline. 4) Maintain Local Purchasing Authority Certification. 	A	10	B	

4	<p>INFORMATION TECHNOLOGY COORDINATION</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Troubleshoot computer software and hardware issues, such as server, modem, printers, etc. and open a MN.IT ticket if necessary. b) Coordinate the recycling of equipment in accordance with agency and state policy. <p>Performance Indicators:</p> <ul style="list-style-type: none"> 1) Knowledge of office computer systems, software and applications is current. 2) Regularly implement more efficient and creative uses of computer systems. 3) Staff and office technology is properly functioning or fixes have been addressed and waiting resolutions. 	B	5	B
5	<p>PROFESSIONAL DEVELOPMENT, TRAINING AND OTHER DUTIES AS ASSIGNED</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Attend conferences, seminars, workshops and/or trainings as directed and/or approved by the Central Region Manager. b) Attend and participate in programs leading to professional designation or accreditation. c) Other duties as assigned by the Central Region Manager, and in consultation with the OED Section Manager & Resource Conservation Section Manager. <p>Performance Indicators:</p> <ul style="list-style-type: none"> 1) Current knowledge of the latest technological capabilities of software programs to enhance capabilities of assistance to staff. 2) Additional professional designation and accreditations obtained. 3) Completes other duties as assigned on time and correctly. 	B	5	B

POSITION DESCRIPTION C	EMPLOYEE-S NAME	POSITION CONTROL NUMBER
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NATURE AND SCOPE: (relationships; knowledge, skill, and abilities; problem solving and creativity, and freedom to act)

RELATIONSHIPS

This position works with four major BWSR program areas (Central Region, Local Water Management Unit, Organizational Effectiveness Section, and Resource Conservation Section). The position reports directly to the Central Region Manager and indirectly to the OED Manager, Resource Conservation Section Manager, and the Chief Financial Officer. Work assignments and reporting are directed through the Central Region Manager with consultation from the OED Manager and Resource Conservation Section Manager. Communication occurs verbally on a daily basis with staff and over the phone and through e-mail when staff are in travel status. Verbal and written communication is also required with personnel from other BWSR offices; professionals outside BWSR; personnel from other local, state, and federal agencies; local and state government officials; and the general public. Written communication is also necessary to assign and respond to work assignments when professional staff are away from the office. Conflicts on job assignments are resolved by the Central Region Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment. The person must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. The position requires ability to gain knowledge and understanding of program areas including technical terminology and program specific software programs. The position requires strong administrative skills; personal organization skills are essential in this position. The ability to manage a large number of non-related issues, deadlines, and details simultaneously is necessary. Technical skills and abilities necessary for this position include the operation and maintenance of personal computer hardware, programs, applications, and networks; printers; copy machine; FAX machine; E-mail systems; calculator; label printer; and telephone/voicemail systems. Knowledge of BWSR policies and procedures and effective use of business communication methods are all essential. Proficient in software applications such as Microsoft Word, Excel, PowerPoint, Access and Adobe Acrobat.

PROBLEM SOLVING

The ability to prioritize the workload to accomplish tasks by required deadlines is extremely important in this position. Creativity and flexibility is essential and is used in all aspects of office management to continually investigate and implement more efficient methods of operation. As the first contact person for many people contacting the BWSR office, the incumbent must have the ability to translate a request for information or assistance into a responsive follow-up, such as directing phone calls to the proper person or agency or providing required information directly. The incumbent will refer to and confer with appropriate professional staff and/or Central Region Manager when problems arise beyond the authority and scope of this position.

FREEDOM TO ACT

This position will work with limited supervision by the Central Region Manager who will delegate major priorities. However, the professional staff are often in travel status and the incumbent of this position is expected to exercise good judgment and has a high degree of freedom to act within the authorities of this position while adhering to state laws and BWSR policies, rules, and guidelines. Generally, workdays are organized by the employee to prioritize and accomplish routine matters. This position has a great deal of latitude to act within limits. Given an assigned task, this position has the freedom to explore how it can be accomplished. A sense of good judgment and freedom to act are integral elements of this position, and it is essential that both be of superior levels.