

## Job Posting

**Job Title** Wetlands Policy Coordinator - State Prog Admin Coordinator

**Job ID** 35138

**Location** St. Paul

**Full/Part Time**

Full-Time

**Regular/Temporary**

Temporary

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**Logo**

BWSR is the state soil and water conservation agency, and it administers programs that prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

### Job Details

**Job Class: State Program Administrator, Coordinator**

**Working Title: Wetlands Policy Coordinator**

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

**Date Posted:** 08/23/2019

**Closing Date:** 09/06/2019

**Hiring Agency/Seniority Unit:** Water & Soil Resources Board

**Division/Unit:** Wetlands Section

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$30.25 - \$44.98/hourly; \$63,162 - \$93,918/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214 - MAPE

**Work Location:** St Paul

**Employment Condition:** Full-Time, Temporary

**FLSA Status:** Exempt

**Anticipated End Date:** August 2022

[Connect 700 Program Eligible:](#) No

### Job Summary

## Job Summary

This position exists to develop, promote, and lead statewide initiatives and special projects that improve the efficiency and effectiveness of state and federal water-resource protection programs in Minnesota through

greater integration, reduced overlap, and more effective implementation. It provides leadership and direction for the development of statutes, rules, policies, and interagency procedures. A primary responsibility of this position is to lead and coordinate the interagency effort to develop the Federal Clean Water Act Section 404 Assumption application for Minnesota.

### **Qualifications**

#### **Minimum Qualifications**

- A Bachelor's degree in ecology, environmental science, conservation, natural resources management, and/or a closely related field.
- Three (3) years of demonstrable professional experience with the regulation or conservation of wetlands and/or related surface water resources, including experience in policy development, administrative procedures, project management, and political and fiscal processes.
- A working knowledge of key state and federal wetland and water regulatory programs in Minnesota, including Section 404 of the federal Clean Water Act.
- Knowledge and experience with the structure of federal, state, and local government, including an understanding of roles and relationships in the management of natural resources.
- Excellent written, oral, and interpersonal communication skills, including experience giving professional presentations to large audiences.

#### **Preferred Qualifications**

- Five (5) years of demonstrable professional experience managing or implementing a state or federal wetland or water resource protection program that includes the following as significant components of the position:
  - Leading and/or actively participating in the development of high level state or federal policies and procedures.
  - Participating in collaborative, inter or intra-agency efforts relating to program coordination and/or implementation.
  - Interpreting and implementing complex statutes, regulations, administrative policies, and technical procedures.
- Demonstrated experience with state or federal rulemaking and administrative procedures.

#### **Physical Requirements**

This position requires the physical ability to lift such articles as file boxes, laptops, environmental equipment, and occasionally heavier materials with help from others, and the ability to walk in the field in uneven terrain and/or wet conditions.

#### **Additional Requirements**

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is the policy of the Board of Water & Soil Resources that those offered employment submit to the following background check prior to employment. All job offers are contingent upon passing the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Education/License Verification

## Application Details

### Why Work For Us

The Minnesota Board of Water and Soil Resources (BWSR) provides critical connections to local government units, federal agencies and other state agencies for conservation on private lands in Minnesota. BWSR administers a number of voluntary grant and conservation easement programs, administers or oversees the implementation of specific natural resource regulatory programs, and provides other support to local government units for water and soil conservation, water quality, and wildlife habitat. The subject position is a new opportunity to help coordinate various state and federal wetland and water resource regulatory programs in Minnesota. BWSR strives to enable its employees and clientele to accomplish effective conservation with excellence.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

### How to Apply

Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

### Contact

If you have questions about the position, contact Les Lemm at [les.lemm@state.mn.us](mailto:les.lemm@state.mn.us) or 651-296-6057.

If you are a Connect 700 applicant, please submit your certificate to Nicole Kruse at [nicole.kruse@state.mn.us](mailto:nicole.kruse@state.mn.us) or fax to 651-296-6494 by the job posting close date.

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#### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.

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