

Job Posting

Job Title Training and Certification Program Coordinator - State Prog Admin Coordinator

Job ID 34999

Location Various

Full/Part Time

Full-Time

Regular/Temporary

Unlimited

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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: Training and Certification Program Coordinator

Who May Apply: Open to all qualified job seekers

Date Posted: 08/20/2019

Closing Date: 09/04/2019

Hiring Agency/Seniority Unit: Water & Soil Resources Board

Division/Unit: BWSR Org Effectiveness

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: Classified

Bargaining Unit/Union: 214 - MAPE

Work Location: Various

Employment Condition: Full-Time, Unlimited

FLSA Status: Exempt - Professional

[Connect 700 Program Eligible:](#) Yes

Job Summary

Job Summary

This position is responsible for coordination and administration of the Technical Training and Certification Program for the Board of Water and Soil Resources (BWSR) and the Natural Resources Conservation Service (NRCS). This involves comprehensive coordination of technical training and certification for Soil and Water

Conservation District (SWCD), NRCS and BWSR staff involved in programs administered by BWSR, NRCS and their partners, including staff in 89 SWCD, 92 NRCS and 10 BWSR offices statewide.

This position location is negotiable for all existing BWSR offices statewide. If not located in St Paul, travel is required bi-monthly to the St Paul central office.

Qualifications

Minimum Qualifications:

- Bachelor's Degree in conservation, watershed management, environmental sciences, educational leadership, training and development, communications, or a related field.
- Three (3) years of professional experience in the following three disciplines (combined):
 - water and soil resources
 - adult learning/training
 - coordinating a complex project or program involving multiple partners
- Professional work must demonstrate the following:
 - Experience effectively leading team(s)
 - Interpersonal skill sufficient to work effectively with a variety of individuals, groups, and issues.
 - Analytical skills sufficient to solve complex and controversial problems and issues and take steps to resolve conflicts, negotiate alternative solutions where needed, and maintain constructive relationships between all interested parties.
- Knowledge of the structure, organizational procedures, and dynamics of conservation-based local, state, and federal government units and their boards, commissions, and affiliated associations.

Preferred Qualifications:

- Continuing education credits and/or experience in training program development, using both traditional and non-traditional methods such as classroom, web-based, and field environments.
- Basic knowledge of and/or experience with the NRCS Job Approval Authority System.
- Organizational, verbal, and written skills to effectively develop and implement long and short term project plans, training needs assessment procedures and outcomes reporting using appropriate computer hardware and software, including Word, Excel, PowerPoint and Acrobat.

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

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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 Jenny Gieseke at jenny.gieseke@state.mn.us or 507-381-3131.

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

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. Please indicate what assistance you need.

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