

Job Posting

Job Title Special Projects Coordinator-State Prog Admin Coordinator

Job ID 35408

Location St. Paul

Full/Part Time

Part-Time

Regular/Temporary

Limited

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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: Special Projects Coordinator

Who May Apply: Open only to current BWSR employees

Date Posted: 09/05/2019

Closing Date: 09/11/2019

Hiring Agency/Seniority Unit: Water & Soil Resources Board

Division/Unit: Programs & Policy Division

Work Shift/Work Hours: Day Shift, 8:00am - 4:30pm

Days of Work: Monday - Thursday

Travel Required: Yes

Salary Range: \$30.25 - \$44.98/hourly

Classified Status: Unclassified

Bargaining Unit/Union: 214-MAPE

Work Location: St Paul

Employment Condition: Limited, Part-Time

FLSA Status: Exempt

Anticipated Start Date: September 2019

Anticipated End Date: Septemeber 2022

[Connect 700 Program Eligible:](#) No

Job Summary

Job Summary

This position exists to develop, promote, and lead multiple statewide initiatives and special projects for the conservation and protection of Minnesota's soil and water resources through activities that result in the establishment of conservation and land use practices that protect surface waters, groundwater and drinking water, Agency activities to respond to climate change, develop internal agency administrative and fiscal procedures, and other priority projects as directed.

Qualifications

Minimum Qualifications:

- Bachelor's degree in Water and Land Management, Environmental Science, Natural Resources Science, or related program.
- 3 years of professional experience in Water and Land Management or Environmental/Natural Resources Science project coordination, development, and implementation. (Equivalent combination of post-secondary training, education, and experience may be considered)
- Experience coordinating or leading diverse advisory committees.
- Experience with program administration and/or public program administration.
- Demonstrated knowledge of public policy principles and administration theory.
- Excellent written and oral communication and analytical skills.
- Demonstrated ability to establish and maintain effective working relationships with coworkers and clientele.

Preferred Qualifications:

- Experience state and federal conservation programs.
- Knowledge of project planning and operations.

Physical Requirements

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Additional Requirements

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

It is policy of the Department of the Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of 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 grant and conservation easement programs, and provides other support to local government units for water and soil conservation, water quality and wildlife habitat. The subject position(s) are a new opportunity to help provide and coordinate technical training to develop and maintain effective technical assistance at the front lines of conservation on private lands, with a focus on Minnesota's 89 Soil and Water

Conservation Districts. 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 David Weirens at David.Weirens@state.mn.us or 651-297-3432.

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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