

**Job ID:** 39510 - Performance Review and Assistance Program Coordinator - State Program Administrator Coordinator

**Location:** St. Paul;Brainerd;St. Cloud;Mankato

**Full/Part Time:** Full-Time

**Regular/Temporary:** Unlimited

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

### **Working Title: Performance Review and Assistance Program Coordinator**

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

**Date Posted:** 03/19/2020

**Closing Date:** 04/01/2020

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

**Division/Unit:** Organization Effectiveness

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

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$30.93 - \$45.99/hourly; \$64,581 - \$96,027/annually

**Job Class Option:** Process Improvement

**Classified Status:** Classified

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

**Work Location:** St Paul, Mankato, St Cloud, or Brainerd

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

**FLSA Status:** Exempt - Professional

[Connect 700 Program Eligible:](#) Yes

## **Job Summary**

This position is responsible for leadership and coordination of the Performance Review and Assistance Program (PRAP) program, which assesses the performance of the units of government that constitute Minnesota's local delivery system for the conservation of water and related land resources

The position ensures compliance with state statutes, rules and legislative directives and

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focuses on four key aspects of local government units (LGUs) performance including: 1) administration, 2) planning, 3) execution, and 4) communication and coordination.

This position provides coordination, management, training, planning, implementation, and evaluation of all components via direction and interaction with BWSR staff, BWSR Board members, local government unit boards and staff, and state legislators and staff.

**This posting is being used to fill one (1) position in one (1) of the following locations: St Paul, Mankato, St Cloud, or Brainerd. Location is negotiable upon hire.**

A complete Job Description is available on the BWSR website at [www.bwsr.state.mn.us](http://www.bwsr.state.mn.us), under the Job Posting link.

## **Minimum Qualifications:**

- Bachelor's degree in Planning, Water and Land Management, Environmental or Natural Resources Science, Social Science, or a related field.
- Three (3) years of professional experience in natural resources, soil and water conservation, or closely related field, including watershed management, local government administration.
- Knowledge of planning methodologies, program subject matter, and inter-governmental relationships.
- Knowledge of the structure of federal, state, and local governments and understands their roles and relationships in the management of natural resources.
- Human relations skills in order to negotiate and build consensus, facilitate groups, and resolve conflict with divergent groups across program work.
- Ability to establish and maintain effective relationships with a variety of stakeholders, including federal, state, local agency staff and board members
- Communication skills which include: the ability to explain complex political and fiscal matters to the public; the ability to present, discuss, and explain controversial matters in a professional manner; and to conduct public speaking engagements in an interesting and informative presentation.
- Ability to work independently without close supervision, sufficient to meet established timetables, quality standards and complete program objectives.

## **Preferred Qualifications:**

- Knowledge of structure and rules of State and local governments in natural resources management, specifically water and soil resources issues.
- Coursework in facilitation or conflict resolution in order to effectively communicate with and make recommendations to local government
- Organizational assessment skills including the ability to diagnose, analyze, and present findings and recommendations
- Successful participation of the State of Minnesota Star of the North Fellowship program.

## **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

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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

## **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>.

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## Contact

If you have questions about the position, contact Jenny Gieseke at [jenny.gieseke@state.mn.us](mailto:jenny.gieseke@state.mn.us) or 507-381-3131.

If you are a Connect 700 applicant, please submit your certificate to Nicole Tefft at [nicole.tefft@state.mn.us](mailto:nicole.tefft@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.