

**STATE OF MINNESOTA  
BOARD OF WATER AND SOIL RESOURCES**

**POSITION DESCRIPTION A**

**Employee's Name:** vacant

**Position Control Number:** 00568480

**Division/Program:** Fiscal Services

**Activity:** BWSR Office Administration

**Classification Title:** Office Officer Intermediate

**Working Title:** Contracts Specialist

**Prepared By:** Jeremy Olson

**Appraisal Period:** Annually

**EMPLOYEE'S SIGNATURE**

**DATE**

**SUPERVISOR'S SIGNATURE**

**DATE**

(position description accurately reflects my current job)

(position description reflects employee's current job)

**Position Purpose:**

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR) in multiple areas. The Contract Specialist assists in agency contract process for professional / technical contracts (PT), master contracts, work order agreements, joint powers agreements, annual plans, income agreements, interagency agreements, and grants. In addition to contracts, it provides support in procurement, purchasing, reporting and compliance, implementation of accounting procedures, and the reconciliation of fiscal anomalies. Provides support to agency staff and to the Lead Accounting Officer.

**Reportability:**

Reports to: Chief Financial Officer

Supervises: N/A

Lead Worker: Lead Accounting Officer

**Dimensions:**

FY20-21 Biennial Budget:

General Fund	\$30,336,000
Clean Water Fund	\$187,004,000
Outdoor Heritage Fund	\$44,122,000
Env Nat Resource Fund	\$13,219,000
Other Funds	\$14,440,000
Bonding Funds	\$32,400,000
Total	\$321,521,000

**Clientele:**

Agency Staff  
Board Members  
Department of Administration Staff  
Other state agencies

MMB Staff  
LGU staff  
Legislative Auditor Staff  
Federal Conservation Agencies

## Position Description B

### Perform contract duties and act as agency's primary contracting authority.

Responsibility #1          Priority: A                  % of time          40          Discretion: A

#### Tasks:

- A. Meet with program representatives to determine need for a contract or related agreement.
- B. Determine type of agreement needed.
- C. Submit requests to Department of Administration-MMD, and monitor activity as the MMD approval process occurs.
- D. Prepare grant agreements once MMD approval is in place. Work with program representative to obtain all required signatures.
- E. Work with program representatives to coordinate contract payments to vendors, or to invoice if applicable.
- F. Assist with the monitoring and enforcement of grants contract requirements and obligations.
- G. Maintain tables of outstanding grants and related agreements, both incoming and outgoing.
- H. Communicate contracting policies and procedures as needed to ensure the timely process of contracts.
- I. Obtain available grant delegations and attend trainings as necessary.

#### Performance Indicators:

- A. Contracts, grants and amendments are setup and executed in the timeframes and formats required.
- B. Records, logs, and documentation are complete and accurate, and available for inspection by staff and auditors.
- C. Required trainings related to grants and contracts are attended in the prescribed timeframes.
- D. Grants and contracting policies and procedures are followed.
- E. Partnering with other program staff, resolutions to contact performance issues are quickly addressed and resolved.

### Perform accounting functions for all BWSR grant documents, contracts, and purchasing documents including intergovernmental and interagency agreements.

Responsibility #2          Priority: A                  % of time          30          Discretion: A

#### Tasks:

- A. Coordinate all grant and contract documents from vendor solicitation to payment and keep an accurate record of what status the documents are in. Notify appropriate staff if documents are outstanding and/or any problem areas in the grant/contract process.
- B. Notify appropriate clientele that grant funds can be encumbered and ensure transmittal of a complete copy of finalized document.
- C. Encumber funds in SWIFT.
- D. Develop, maintain and provide system generated reports from SWIFT and OBIEE that provide contract, encumbrance and purchasing related detail.
- E. Monitor and coordinate the agency's procurement process in accordance with applicable federal and state laws and rules. Certification of authority for expanded local purchasing is required.

#### Performance Indicators:

- A. Accounting guidelines are followed, demonstrating adherence to necessary controls that ensures the agency is complying with audit related expectations.
- B. SWIFT related trainings are attended; demonstrated by an understanding of SWIFT functions and modules.
- C. Review and analyze all contracting and purchasing activity to ensure proper account codes and funding strings are used.

**Perform purchasing duties, evaluate and consult on agency's purchasing processes**

Responsibility #3      Priority: A      % of time      20      Discretion: A

Tasks:

- A. Reviews purchasing requests so that decisions on methods of purchasing can be made.
- B. Prepare purchase specifications and invitations to bid so that vendors may submit quotations.
- C. Determine whether prices quoted are fair and correct and whether quality meets specifications standards so that state specifications and standards are maintained.
- D. Confers with departmental officials concerning the purchase of supplies and equipment so that department needs are effectively and efficiently satisfied.
- E. Write reports, procedures, rules and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.
- F. Develop specifications appropriate for the particular product or service need, making sure laws and administrative procedures sufficient to departmental and state-wide policy are followed.
- G. Read, comprehend and determine the most appropriate acquisition method while evaluating time, cost, service, need for vendor negotiation, etc.
- H. Evaluate responses to the acquisition document, notify requesting user and vendor of the award and administer the acquisition throughout the completion of the purchase order.
- I. Research products and services by interviewing vendors, reviewing products literature and specifications of similar products, consideration of customer needs, environmental requirements and legal issues.

Performance Indicators:

- A. All purchasing policies, procedures and requirements are followed, with a demonstrated knowledge of procurement processes and protocol.
- B. Timely processing of requisitions and PO's.
- C. Appropriate competitive bidding process and required purchasing authority is followed.
- D. Clear and proper management of all purchasing logs and documentation.
- E. Resolves disputes and advises supervisor on vendor related issues.
- F. Informs other staff of important changes in procurement policies and procedure.

**Perform other duties as assigned to assure efficient and effective operations in the fiscal services division.**

Responsibility #4      Priority: B      % of time      10      Discretion: B

Tasks:

- A. Serve in back up capacity to other financial staff fulfilling various accounting duties such as AP, AR, payroll, fixed assets.
- B. Provide routine analysis and reports on budgets, spending and appropriations.
- C. Participate in special projects when assigned.
- D. Support the operational goals and objectives of the organization.

Performance Indicators:

- A. Duties are performed to the specification and quality expected.
- B. Complies with all BWSR security, safety, and technology policies and procedures.
- C. Regular reporting and consultation with supervisor on projects and task assigned.

## **POSITION DESCRIPTION C**

**Nature and Scope (relationships; knowledge, skills and abilities; problem solving; freedom to act)**

### **Relationships:**

The position reports to the Chief Financial Officer and may receive direction from the Lead Accounting Officer. This position is the lead contract accounting professional for the agency as it provides support to all of the agency's programs. This position also works indirectly with the management team, unit supervisors and project managers regarding fiscal aspects of program development and implementation. Outside the agency the position works with Minnesota Management and Budget, Minnesota Department of Administration, and various federal and state agencies on accounting matters.

### **Knowledge, Skills and Abilities**

This position requires a thorough knowledge of the principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products. Must be able to advise agency positional on all aspects of state procurement statutes, rule, laws, policies and procedures sufficient to interpret, apply and communicate them. This position requires a thorough knowledge of the Statewide Integrated Financial Tools (SWIFT).

This position must have knowledge of accounting principles and practices, budgeting principles, and the state's appropriation and accounting systems. This position must interpret financial policies and procedures, relate them to technical and administrative activities and clearly communicate them to staff.

Development of spreadsheet and manual tracking systems is required to track fiscal work products and schedules. This position must be able to utilize the computer and data systems. This position must be able to extract financial information from the statewide accounting system using Crystal report tool.

Human relations, communication and organization skills are important because this position will interact with numerous agency staff, and also with vendors outside the agency. Oral and written communication skills are important.

### **Problem Solving**

This position deals with a variety of problems in the basic area of fiscal management, e.g., researching why a requested funding source does not have available funds and working with the requestor or the Administrative Director options for funding the request.

This position must be able to resolve a wide range of potential problems including budgetary, positional and procurement before they occur. Creativity is essential in devising effective procedures, testing the reliability of procedures and applying the results to many different situations. Many problems are of a nature that do not directly relate to resource materials such as manuals, or policies, therefore, requires this position to rely on knowledge, abilities and past experience to effectively resolve the problem.

### **Freedom to Act**

As an agency resource position dealing with staff's presented fiscal concerns, there is a large degree of freedom for process resolution and improvement on fiscal procedures. Reportability is either oral as requested or written status reports on specific issues and assignments. The position works within the structures of state and federal laws and procedures regarding programs and budgets.

The position exercises considerable independent judgment, within the structure of, state laws, rules, established policies, and general contract law. Examples of external controls may include MMD, MR, federal, state and local laws. Initial interpretation and periodic review of these controls may be done in consultation with management and MMD.

This position reports to the Chief Financial Officer who provides broad direction and oversight to the person in this position. Day-to-day problem resolution provides considerable freedom to act; however, management needs to be informed of significant actions that affect the posture of agency funding and performance.