

**STATE OF MINNESOTA  
POSITION DESCRIPTION A**

**Employee's Name:**

**Position Control Number:** 003607

**Agency/Division:** Board of Water and Soil Resources (BWSR)

**Activity:**

**Classification Title:** State Program Administrator Principal

**Working Title:** Board Conservationist

**Prepared By:** al Manager

**Employee's Signature:** \_\_\_\_\_  
(this position description accurately reflects my current job)

**DATE** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_  
(this position description reflects the employee's current job)

**DATE** \_\_\_\_\_

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**POSITION PURPOSE**

This position is responsible for interagency coordination within their assigned work area in order for BWSR to carry out its statutory responsibilities under M.S. Chapters 103 A, B, C, D, E, and the Clean Water Land and Legacy Amendment. This position exists to provide technical, leadership assistance, and implementation guidance to BWSR staff, soil and water conservation districts, watershed management organizations, cities, joint powers boards and watershed districts, counties and other grant recipients involved in preparing and implementing water quality and quantity restoration and protection projects, practices, and BWSR approved and locally adopted plans. This position provides fiscal and administrative oversight and guidance, technical training, and planning assistance to local units of government involved in implementing local comprehensive water and land management programs.

**REPORTABILITY**

**Reports to:** This position reports directly to the Central Region Manager

**Supervises:** No supervisory authority over state employees. May supervise student interns.

**DIMENSIONS**

**Budget:** This position has profound influence on local government annual budgets by making recommendations for allocations of grant funds within the assigned work area. Work includes grantee risk assessments, approval of grant work plans, monitoring of grant progress, approval of grant installments, assistance in grant reconciliations, and recommendations for grant non-compliance, which includes financial penalties.

**Clientele:** The principal clientele of this position are the board members and employees of the grantees for which the BWSR has statutory responsibilities or provides funding. This includes task forces and committees that prepare and advise on BWSR approved and locally adopted plans and implementation activities. Secondary clientele include the associations that represent grantees, regional development commissions, regional staff of the Executive Branch water agencies, University of Minnesota, the USDA Natural Resources Conservation Service, the U.S. Army Corps of Engineers, and the Great Lakes Commission. Additional clientele include public, non-profit, and private interest groups, and members of the general public.

**POSITION  
DESCRIPTION B**

Employee's Name:

Position Control Number: 003607

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**PRINCIPAL RESPONSIBILITIES**

- 1. Implement and oversee the delivery of BWSR's authorities and responsibilities under the Clean Water Land and Legacy Amendment so the policies of the Act and the Clean Water Land and Legacy funds appropriated to the agency are applied based on sound hydrologic principles, scientifically based water quality monitoring and assessment protocols, and scientifically proven best management practices to address water management issues, and are coordinated with the MPCA, DNR, MDA, MDH and other applicable agencies to protect natural resource and to ensure compliance with state law, rules, and guidelines .**

Priority:    A           35% of Time                    Discretion:    A

**Tasks:**

- a. Provide information, training, and consultation to local governments so that BWSR programs are utilized to solve local water and soil management problems.
- b. Advance and target projects and project modifications to assist community achievement of comprehensive plan goals via consortiums of stakeholders on a major watershed basis.
- c. Work with potential grantees to develop grant proposals consistent with approved Total Maximum Daily Load (TMDL) studies, Watershed Restoration and Protection Strategies (WRAPS) reports, Non-point Priority Funding Plan or BWSR approved, locally adopted plans.
- d. Assist with annual Request for Proposals (RFP) and application development process.
- e. Review and rank competitive grant applications based on their integration with state approved plans and other current criteria and make funding recommendations to BWSR regarding local government grants.
- f. Review and approve grant work plans and proposed amendments for consistency with established criteria and peculiarities of specific situations.
- g. Conduct required grant monitoring and assist in reconciliations for compliance checks of grantee implementation and oversee the implementation of compliance recommendations.
- h. Note violations of state law, grant agreements, BWSR rule, or guidelines related to grant and state assigned programs; conduct investigations, develop corrective action plans, recommend fiscal or other penalties, and oversee implementation of recommendations.
- i. Review reporting information for technical accuracy and reasonableness to allow for programmatic performance review.
- j. Provide advice and assistance to participating agencies in the preparation and update of comprehensive local water plans under Minnesota Statutes Chapter 103B, revised watershed district plans under MS 103D, and SWCD comprehensive plans under MS 103C, comprehensive watershed management plans under MS 103B.801 to incorporate available resource information, such as TMDL studies, WRAPS reports, and Groundwater Restoration and Protection Strategies (GRAPS) reports.
- k. Review and present to BWSR Board approval of draft plans, amendments, extensions, or waivers consistent with State law, rules, and guidelines.
- l. Facilitate coordination meetings with local governments to refine their respective roles in cooperatively implementing water and soil management programs.
- m. Facilitate cooperation between all levels of government having expertise and/or jurisdiction within work area in order to make the expertise and resources of federal, state, and local agencies available to the grantees to the greatest extent possible.
- n. Investigate complaints resulting from lack of coordination between state agencies and local governments.
- o. Inform and involve other BWSR staff in cooperative ventures.

- p. Work with other agencies to engage local organizations in the WRAPS and BWSR One Watershed, One Plan (1W1P) program process with particular emphasis on the implementation planning and strategy formulation phase within major watersheds.
- q. Advise Clean Water Specialists of issues that may influence larger basin scale or multi-major watershed scale.
- r. Assist BWSR staff and local government units with Buffer Law and Excessive Soil Loss Law.

**2. Oversee the development and implementation of statutorily mandated BWSR planning programs so that the resources of the state are properly managed through the efforts of local governments and other organizations utilizing state approved plans to access grant funds.**

Priority: A      20% of Time      Discretion: B

**Tasks:**

- a. Initiate communications with local, state, regional and federal agencies, associations, and regional planning groups which result in coordinated work efforts on water and soil resource protection actions.
- b. Provide advice and assistance to counties and participating agencies in the preparation and update of comprehensive local water management plans under Minnesota Statutes Chapter 103B, revised watershed district plans under MS 103D, and SWCD comprehensive plans under MS 103C.
- c. Review draft plan amendments or updates, formulate staff recommendations, and present to BWSR North Region Committee for approval of county comprehensive local water plans, SWCD long range plans, and watershed district overall plans.
- d. Review and approve SWCD long-range plans per BWSR policy and statute.
- e. Draft board orders for plan approvals for use by the BWSR Central Region Committee and Board.
- f. Interpret and provide training for rules developed by BWSR for local planning entities in work area.
- g. Provide input, information, knowledge, and expertise to program managers and the Board so that BWSR programs can be used to treat resource problems in multi-county areas.
- h. Inform grantees of emerging opportunities and assist their positioning, partnering, and planning to leverage financial, technical, and policy assistance
- i. Facilitate coordination opportunities with local governments to refine their respective roles in implementing water and soil management programs.
- j. Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the assigned work area in order to make the expertise and resources of federal, state, and local agencies available to the grantees to the greatest extent possible.
- k. Investigate complaints resulting from lack of coordination between federal, state, and local governments.
- l. Inform and involve other specialized BWSR staff in cooperative ventures.
- m. Promote incorporation of targeted, prioritized and measurable outcomes for gauging the effect of management tactics on resources within the political jurisdiction and major watershed.
- n. Promote the involvement of other executive branch agency participation in local planning processes.

**3. Direct, implement, and oversee the delivery of BWSR programs funded by sources other than the Clean Water Land and Legacy Amendment to protect natural resources and to ensure compliance with state law, rules, and guidelines.**

Priority: A      20% of Time      Discretion: A

**Tasks:**

- a. Review grant applications, annual plan, web-reporting, and make funding recommendations to the BWSR regarding local government grants.
- b. Conduct required program closeouts and compliance checks of local government implementation of all BWSR programs within the work area and supervise the implementation of recommendations.
- c. Conduct required grant monitoring and reconciliations for compliance checks of grantees implementation and supervise the implementation of recommendations, such as corrective actions.

- d. Determine violations of state law, grant agreements, BWSR rule, or guidelines related to grant and state assigned programs; conduct investigations, develop corrective action plans, recommend fiscal or other penalties, and oversee implementation of recommendations
- e. Review reporting information for technical accuracy and reasonableness to allow for programmatic performance review.
- f. Review grant applications for consistency with BWSR rule and guidelines. Work with soil and water conservation districts to resolve incomplete applications or on-going reporting requirements.
- g. Provides notices of program related deadlines and application periods for clientele.
- h. Initiates and maintains contacts with associations and agencies to stay abreast of current trends and take advantage of new opportunities.
- i. Transfer information from other sources to clientele for use in promoting sound soil and water conservation programs.
- j. Provide information, training, and consultation to local governments so that BWSR programs are utilized to solve local water and soil management problems.
- k. Promote and assist grantees collaborative ventures.
- l. Facilitate coordination meetings with local governments to refine their respective roles in implementing water and soil management programs.
- m. Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the work area in order to make the expertise and resources of federal, state, and local agencies available to grantees to the greatest extent possible.
- n. Investigate complaints resulting from lack of coordination between state agencies and local governments.
- o. Inform and involve other BWSR staff in cooperative ventures.
- p. Serve as lead staff contact to the Technical Service Area joint powers board for host districts within work area.
- q. Provide technical direction, provide access to state technical and financial assistance programs, provide technical review of state cost-share and water plan project proposals, and provide training to local units of government so that they complete and implement soil and water protection components of local water plans.

**4. Undertake special projects and non-recurring research and program development work with local, state, regional and federal agencies, associations, and regional planning groups which result in coordinated work efforts on water and soil resource protection actions.**

Priority: B      10% of Time      Discretion: B

**Tasks:**

- a. Inform grantees of emerging opportunities and assist their positioning, partnering, and planning to leverage financial, technical, and policy assistance.
- b. Facilitate coordination meetings with local governments to refine their respective roles in implementing emerging water and soil management program opportunities.
- c. Participate in the planning and development of BWSR programs and develop applications and funding recommendations for program staff so that the resources of the state are properly managed.
- d. Participate as a member of staff work teams to retool BWSR programs and develop new resource-based program revisions as opportunities warrant.
- e. Consult with grantees within assigned work area which participate in or are impacted by BWSR programs so that their concerns are addressed in the development and implementation of state programs.
- f. Provide staff input, expertise and review of rules developed by the BWSR.
- g. Provide input, information, knowledge, and expertise to program managers and the Board so that BWSR programs can be used to treat resource problems in multi-county areas.
- h. Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the work area in order to make the expertise and resources of federal, state, and local agencies available to grantees to the greatest extent possible.
- i. Investigate complaints resulting from lack of coordination between federal, state, and local governments.

j. Inform and involve other specialized BWSR staff in cooperative ventures.

**5. Conduct oversight, review performance, and provide situation-specific instruction for continuous improvement of the delivery system in exceeding minimum requirements for public transparency, citizen engagement, grant compliance, open meeting law compliance, and optimization of financial opportunities.**

Priority: B      10% of Time                      Discretion: A

**Tasks:**

- a. Review annual reports of grantees; certify that reporting requirements mandated in statute, BWSR rule, or guidelines have been fulfilled.
- b. Provide alternative dispute resolution services and de-escalate conflicts between organizations involved with resource management issues by appearing at board meetings, public hearings, and strategic planning sessions of grantees.
- c. Represent BWSR and communicate agency positions at multiple local venues and regional meetings of clientele.
- d. Utilize results of performance review processes to recommend training to clientele and inform BWSR staff of potential opportunities.
- e. Conduct multi-grantee training in multiple venues including BWSR Academy; plus one-on-one training where individualized instruction is warranted to maintain the integrity of the delivery network.
- f. Mentor local government staff in better ways of engaging stakeholders, developing projects, writing grants, executing management plans, communicating with boards and stakeholders, and measuring their efforts and the effects of their efforts in producing outcomes.
- g. Develop BWSR recommendations for issuing a Notice of Deficiency when chronic underperformance is encountered and recommend sanctions when compliance is not forthcoming.
- h. Facilitate coordination meetings with local governments to refine their respective roles in implementing water and soil management programs.
- i. Resolve disputes by conducting fact-finding investigations and mediation sessions between grantees, landowners, and other agencies.

**6. Understands uses and follows internal BWSR systems, policies, administrative procedures, and pursues professional development.**

Priority: A      5% of Time                      Discretion: A

**Tasks:**

- a. Files time and expense reports via the state electronic reporting system by established deadlines.
- b. Completes monthly activity reports by designated date.
- c. Uses voice mail and/or email to keep clients abreast of schedule.
- d. Completes other duties as assigned by supervisor.

**POSITION  
DESCRIPTION C**

**Employee's Name:**

**Position Control Number:** 003607

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**NATURE AND SCOPE** (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)  
**RELATIONSHIPS**

This position reports to the Central Region Manager. The supervisor provides general guidance, adjusts priorities, and approves work plans and changes. Direction of BWSR programs comes from the specific program manager through the supervisor. Communication is maintained by frequent informal communications, regularly scheduled field staff meetings, written reporting, periodic review of work plans, and written requests from higher authority. In the assigned area of emphasis, the employee will represent the needs of the entire regional staff. Effective communication between program staff and other field staff is essential. The priority activities of this position deal with coordination among a variety of grantees; therefore, the employee is expected to establish and maintain a strong liaison function with grantees as well as the state and federal agencies who have interests and/or authorities in comprehensive local water management planning and land and water resource protection and restoration.

**KNOWLEDGE, SKILLS, AND ABILITIES**

The employee must have academic training and experience in soil and water conservation, hydrology, watershed management, water quality practices, land use planning, or related technical fields. This position must also have knowledge of, and preferably experience in, the structure, organizational procedures and inter-organizational dynamics of local, regional, state, and federal government and their boards, commissions, agencies, and affiliated associations. The employee must have good oral and written communication skills that include the ability to explain technical matters to the staff and officials of grantees, as well as the general public. It is essential that the employee be self-motivated and able to work independently. The employee must also possess negotiation, mediation, and interpersonal management skills to resolve personnel and interagency conflict.

**PROBLEM SOLVING**

Key problem solving areas of this position are related to the need to evaluate technical data or processes and applying them to the policy making process of grantees. The employee must be able to assess the capability of local government and agencies to address natural resource problems and bring together these capabilities to solve problems. Because of the diversity of federal, state, regional, and local agencies dealing with water and related land management in Minnesota, it is likely that program or policy directions taken in support of a given action will impact programs and/or policies of several other agencies or grantees. Strong communication links with all groups are critical and there are opportunities for innovation and creativity in establishing these links. Employee must use knowledge of existing management programs to "tailor" solutions to existing resource problems and work with all affected government units to achieve a solution. Interpersonal relations, interagency conflicts and program compliance are specific areas where employee is expected to analyze problems, formulate solutions, and resolve or create opportunities for constructive solutions. Where problems are unique or require change of BWSR policy, the employee will request direction from the supervisor.

**FREEDOM TO ACT**

Employee has the freedom to act within the framework of existing BWSR policies, rules and procedures. Frequent oral reports to the supervisor or various program managers are intended to be informative after implementation decisions are made. Written reports are submitted to the supervisor on a regular basis or as requested. Specific projects or problems will require oral reporting to the supervisor. Employee has the discretion to interpret BWSR policies and to request clarification through supervisor or specialist as needed. Since the employee may operate from a location removed from the supervisor, adjustments to work schedules to accomplish changing program needs may need to be taken without the benefit of the supervisor's consultation.