

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

POSITION DESCRIPTION A

Employee's Name:

Position Control Number: 01153615

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

Activity:

Classification: State Program Administrator, Coordinator

Working Title: Soils Programing Coordinator

Prepared By: Tom Gile

Appraisal Period: to

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

(position description accurately reflects my current job)

(position description reflects employee's current job)

POSITION PURPOSE

Develop, lead and coordinate statewide agency responsibilities for the protection and enhancement of Minnesota's water, soil and habitat resources with an emphasis on their relationship to maintaining and improving soil health. This position also has ancillary responsibilities for providing direction and leadership for related agency climate efforts. For both soil health and related climate efforts, this work is accomplished through effective coordination with agency programs and initiatives and partner federal and state agencies, local governments, nongovernmental partners and others.

REPORTABILITY

Reports Directly to: Resource Conservation Section Manager

Reports Indirectly to: Executive Team and Senior Management Team

Supervises: None

DIMENSIONS

Budget: Position has indirect control over program and project funding.

Clientele: International: Red River Basin Commission, International Joint Commission, Great Lakes Commission
Federal: USDA Natural Resources Conservation Service, Farm Service Agency, US Geological Survey, US Fish and Wildlife Service, Environmental Protection Agency, US Army Corps of Engineers, Emergency Management Agency, Congressional Delegation and staff
State: Department of Natural Resources, Pollution Control Agency, Department of Agriculture, Department of Health, Department of Transportation, Minnesota Geological Survey, Minnesota Management and Budget, Department of Administration, Attorney General's Office, Office of Administrative Hearings, Reviser of Statutes, Legislative Auditor's Office, State Courts, Legislators and Staff, University of Minnesota, MNSCU, Legislative and Citizens Commission on Minnesota Resources members and staff, Minnesota Extension Service
Local: Citizens, Counties, Soil and Water Conservation Districts, Watershed Districts, Regional Development Commissions, Metropolitan Council, Rural Water Utilities, Community Health Services, Watershed Management Organizations
Private: Lake Associations, The Nature Conservancy, Pheasants Forever, Minnesota Waterfowl Association, Friends of the Mississippi River, Friends of the Minnesota River, Audubon Society, Ducks Unlimited, Isaac Walton League, Minnesota Conservation Federation, Clean Up Our River Environment, Wildlife Management Institute, MN Chapter National Wild Turkey Federation,
Other: Association of Watershed District Administrators, Association of Minnesota Counties, Minnesota Association of Conservation District Employees, Minnesota Association of County Planning And Zoning Administrators, Minnesota Association of Soil And Water Districts, Minnesota Association of Watershed Districts, League of Minnesota Cities, National Association of Conservation Districts, National Association of State Conservation Agencies, Soil and Water Conservation Society, Outdoor and Government Media

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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| 1. | <u>Soil.</u> Provide direction and leadership for the agency's programs and activities associated with soil management and soil health. | A | 60 | A |
|----|---|---|----|---|

Tasks:

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|----|---|---|----|---|
| | <ul style="list-style-type: none"> a. Coordinate agency staff in the development of policies, agreements, goals and objectives, priorities, rules and regulations, and recommendations based on plans, legislation, national, state, or local issues, program reviews, and predicted or projected needs and trends. b. Coordinate interagency agreements including but not limited to development and management of agreements, reporting requirements and tracking of progress for agreement deliverables. c. Lead staff for soil health and related program, policy and goal setting for both internal program administration as well as external program delivery. d. Provide expert level support on legislation, appropriations and other matters that arise from the legislature and legislative commissions and councils. e. Monitoring and reporting for program related performance measures and communicating progress. f. Assess additional funding opportunities for programmatic work as well as for the Minnesota Office of Soil Health (MOSH). g. Develop and maintain partnerships to further the agency's soil health work with other state and federal agencies, local governments, nongovernmental organizations and others as appropriate. h. Participate in Soil Health Leadership Team meetings. i. Participant in other Soil Health related programing. j. Present program recommendations to the Senior Management & Executive Teams with appropriate substantiating data and/or information. | | | |
| 2. | <u>Agency Initiatives and Strategic Opportunities.</u> Lead and participate in the development and implementation of cross-agency soil health initiatives, including ensuring that other agency programs and activities incorporate soil health related goals and outcomes, as appropriate | A | 25 | B |

Tasks:

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|----|---|---|---|---|
| | <ul style="list-style-type: none"> a) Lead BWSR Program Reviews to ensure appropriate integration of soil health. b) Ensure agency documents and tools remain up to date with changing practice and science. c) Represent the agency in workgroups as appropriate. d) Collaborate with program managers to ensure that soil health related considerations are appropriately incorporated into existing and new programs, including water storage, soil health, and forestry. e) Support soil health related habitat programming, including Habitat Friendly Solar. | | | |
| 3. | <u>Policies, Practices, etc.</u> Lead and coordinate the establishment and revision of agency policies, program guidance, inter-agency agreements, and program goals and objectives related to soil health. | B | 5 | A |

Tasks:

- a) Assessing BWSR programs and policies with regard to soil health management impacts
- b) Identify gaps or unmet needs
- c) Contributing to interagency programs and initiatives
- d) Contribute to the development of legislative initiatives with the agency's local government clientele (MAWD, AMC, LMC, MASWCD, MAT).

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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4. Public Engagement. Provide information and engage the general public, private landowners, legislature, media, and multiple levels of government, for agency programs to assure understanding and input into soil health and other related programs and activities.

B

5

B

Tasks:

- Ensure all agency external communications are consistent with agency information management policies.
 - Attend meetings with public, local government units, and landowners as required.
 - Respond to the legislature, news media, and public requests for information.
 - Present lectures, programs, and educational information, to all interested entities (local government units, educational facilities, conservation groups, national organizations, etc.).
 - Coordinate with and provide information to other areas of the agency to assist with carrying out all functions of the agency.
7. Agency Direction. To serve as a principal advisor to the Executive Team on all soils and soil health related strategies, efforts and associated, hydrological, climate and ecological impacts on BWSR programing. To report, in a timely fashion, all administrative and management procedures, problems and actions of the regular and special assignments.

B

5

A

Tasks:

- Serve as a consultant and participate in the Executive Team meetings as needed.
- Serve as a consultant to the agency's Senior Management Team.
- Provide information and data requested by the Executive Team or Senior Management Team.
- Carry out special assignments made by the Executive Team.
- Maintain strict confidence on all matters so directed by the Executive Team.
- Require timely reports from personnel for incorporation into written or oral reports to the Executive Team or Senior Management Team.
- Provide interim reports at meetings called by the Executive Team or Senior Management Team.
- Seek counsel and advice of the Executive Team or Senior Management Team on sensitive matters and staff responsibilities.

POSITION**DESCRIPTION C****EMPLOYEE'S NAME:****PCN:****NATURE AND SCOPE**

(relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

RELATIONSHIPS

This position has responsibility and authority for providing high level policy and program consultation and direction to guide diverse elements of agency and partner operations. The incumbent represents the agency on numerous inter-agency matters with state, federal, and local government agencies and non-government organizations.

Minnesota water and soil resources are impacted by a complicated set of economic, social and environmental factors, and water and soil resource management and protection activities are carried out by a variety of private, local, state, and federal agencies. Therefore, the incumbent must encourage and foster close inter-divisional and inter-agency cooperation to insure that inter-disciplinary expertise is focused on water and soil management issues. This requires a close and credible working relationship with local governments, other state agencies, and the federal government agencies involved in water and soil resource issues.

The incumbent of this position provides statewide leadership and guidance to local government units (see client list of Position Description A page) in the implementation of statewide policy and programs. The delivery system used by BWSR for state and public policy relating to soil and water resources is to provide statewide leadership to local government units and provide them with the technical, financial, and administrative resources necessary to implement public policy. Therefore, this incumbent must establish relationships with the agency clientele that allow the incumbent to act constructively in territory not necessarily seen as the state's role. Trust and confidence are critical components of that relationship. To effectively develop and promote the agency initiatives, the incumbent must be able to communicate with credibility, have a thorough and complete understanding of complex subject matters, and be able to translate that information to a variety of levels of public and private sector affected parties.

Significant emphasis is placed on coalition building to deliver essential services. The incumbent is often put in the position of having to "lead from behind" where they are recognized as the authority or expert in the area, but they are working with local government elected officials that have the recognized leadership position but need support and assistance to deliver the program or service. It is essential for the incumbent to be able to provide leadership and direction without the benefit of recognition.

The position requires day-to-day communication with the Executive Team and regular communication with, the Senior Management Team, agency staff, the Board, and partner's staff on specific issues and projects. The position requires close coordination with all areas of the agency and with other state agencies and academic institutions. The position must also coordinate on an as needed basis with members and staff of Legislature committees, councils, and commissions and Minnesota's congressional delegation.

Beyond relationships with agency staff, local governments, and contractors, the incumbent must develop relationships with other state agency and federal agency partners. The incumbent will work closely with the Department of Natural Resources (DNR), Department of Agriculture (MDA), Pollution Control Agency (MPCA), Department of Health (MDH), Department of Transportation (MDOT), the University of Minnesota Agricultural Extension, and others in development of legislation, policy and procedure, and program implementation. These state agency partners regularly interact with the incumbent to assure proper protection of Minnesota's environmental and natural resources. The partner agencies provide valuable resources and perspectives to the implementation of the agency's programs and policies.

In addition to the state partner agencies, several federal partner agency relationships must be established to maximize federal resource commitments to the state and assure that we work together for the protection and benefit of the resources (see client list on Position Description A for complete list of federal partners). These relationships are used to affect and influence federal natural resource and farm policy development and implementation.

Additional NGO relationships must be maintained and established to assure we work together for the protection and benefit of the resources. Examples of these partners include, but are not limited to; Ag interest groups, Environmental interest groups, Farm groups, Food production companies etc, These relationships are used to affect and influence policy development and implementation.

The incumbent of this position interacts with the legislature, individual legislators, and legislative staff. Because of the unique nature of the agency's activities and delivery systems, legislators are also stakeholders. The incumbent must provide credible opinions and analysis in the development of statute governing programs and policy. The incumbent will have direct formal and informal contact with representatives of the legislative body. The incumbent will develop and provide testimony before committees, councils, and commissions. The incumbent will participate in the development of legislative strategies on controversial matters of public policy and program development/implementation.

POSITION**DESCRIPTION C****EMPLOYEE'S NAME:****PCN:**

KNOWLEDGES, SKILLS AND ABILITIES

The incumbent should have considerable background and experience in water and soil resource conservation and protection and considerable administrative experience. The position requires strong administrative, technical and planning skills, as well as natural resource (particularly soil and water) training and experience. Human relations skills are required to increase work output by motivating or solving personnel problems. Experience in Engineering, Hydrology, Biology, Geoscience, Environmental Science, Public Sector Planning or Public Administration is desirable.

The incumbent must have excellent management, leadership, decision making, human relations, and planning skills. The incumbent must demonstrate the ability to generate interest, commitment, and support for program policies/initiatives and conservation practices. The incumbent must have the ability to foster change in the organization and delivery system. The incumbent must be able to continuously examine decisions made by management and staff, their impacts on public policy and objectives, and then incorporate those decisions into organizational strategies to improve outcomes. The incumbent must have strong planning skills to evaluate external influences and trends. The incumbent must be able to transfer the planning skill into strategies and work plans.

The incumbent must possess superior human relations skills to lead diverse interests and organizations toward common goals of the agency. The incumbent must be able to motivate individuals and organizations who are committed to the cause but have increasing responsibilities with decreasing resources. The incumbent must be able to develop partnerships, evaluate performance, determine and monitor accountability, provide feedback, and assess accomplishments to assure effective and efficient outcomes. The individual must have knowledge of staffing plans, state employment requirements, and collective bargaining agreement provisions.

The incumbent must be able to lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made. The incumbent must be able to represent the agency in high level discussions at federal, state, and local government levels.

The incumbent must possess strong negotiation skills and the ability to develop consensus. The incumbent of this position must have the skill to draft policy, procedure, or guidance. The incumbent must be able to interpret fiscal and policy impacts of proposed policy. The incumbent must have thorough knowledge of the agency to be able to discuss agency positions with insight and credibility.

The incumbent must have knowledge of the state financial system to contribute to the preparation of budget and the ability to analyze financial reports is essential. The incumbent must have thorough knowledge of risk management, contract management, and the hiring of consultants in state and local government.

PROBLEM SOLVING AND CREATIVITY

The scope of problem solving varies substantially from the day-to-day administrative problems to the very complex and technical policy issues requiring coordination and input from an array of government agencies and technical experts and then weighting these evaluations with value judgment.

The most challenging aspect of the position is to accomplish, as part of the agency leadership group, both voluntary and mandated water and soil resource conservation and protection policies and programs that confront emerging water and natural resource problems in partnership with many local, state, and federal agencies and non-government organizations. Opportunity for creativity is greatest in achieving interagency cooperation between state and federal agencies implementing contemporary water resource management approaches

FREEDOM TO ACT

The position has, through delegated authority from the Executive Team, freedom to act as a principal advisor and spokesperson for the agency on all water and soil resource management and conservation issues, and enjoys considerable freedom in making important judgments and policy recommendations based upon broad objectives previously established. Particularly sensitive problems will be discussed with the Executive Team.