



State of Minnesota Position Description

Board of Water and Soil Resource

Position Description A

Employee's Name: TBD

Position Control Number: 01161270

Agency/Division: Water and Soil Resources/Fiscal

Activity: Administrative and Fiscal Services

Classification Title: OAS Senior

Working Title: Office Administrative Assistant

Prepared by: Asst. Director, Strategy and Operations

Appraisal Period:

Signatures

Employee Signature _____ Date signed _____
(this position description accurately reflects my current job)

Supervisor Signature: _____ Date signed _____
(this position description reflects the employee's current job)

Position purpose

This position exists to provide senior administrative, fiscal, and office support to the Board of Water and Soil Resources (BWSR). The Office and Administrative Assistant, Senior, will work with agency senior leaders to ensure consistent and reliable statewide service in all our program areas. This role will also perform various agency-wide fiscal related responsibilities and ensure appropriate documentation is received for program management and fiscal oversight.

Reportability

Reports to: Chief Financial Officer

Supervises: N/A

Dimensions:

Budget: N/A

Clientele: Board of Water and Soil Resources Staff; Soil and Water Conservation Districts (SWCD); Watershed Districts (WD); Counties; Cities; Staff of Local, State, and Federal Agencies; General Public

Position Description B

Employee's Name: TBD

PCN: TBD

1. Principal Responsibility

Provide senior-level office and administrative support to the agency.

Priority: A

% of time: 45

Discretion: A

Task Statements

- A. Review itineraries and expense claims for consistency and accuracy prior to review by Chief Financial Officer, Organization Effectiveness Manager or Wetlands Section manager review.
- B. Track, compile, and gather materials for meetings of assigned Committees and Teams.
- C. Plan, organize, and act as main contact to venues for regional staff meetings & other events as needed; provide on-site assistance including gathering visitor badges as needed.
- D. Organize meeting arrangements, recommend site locations, contact staff to develop meal and lodging lists, create the internal paperwork.
- E. Suggest and implement improvements to the efficiency of daily operations within the office or sections.
- F. Participate in workgroups or teams.
- G. Monitor program area expenditures, correct data entry errors, in accordance to Fiscal Services policies and procedures.
- H. Compose, format, review, edit, and/or process senior or executive manager correspondence, reports, and other materials as requested.
- I. Respond to complex program questions related to the assigned BWSR program areas. Direct questions to appropriate staff as necessary.
- J. Respond to questions on special programmatic software programs to appropriate staff.

Performance Indicators

1. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
 2. Administrative and fiscal procedures are followed.
 3. Work is completed within the requested deadline.
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2. Principal Responsibility

Provide support for fiscal and wetlands functions.

Priority: A

% of time: 45

Discretion: A

Task Statements

- A. Accurately track and apply payments and other documents.
- B. Receive, scan and log Fiscal & Wetland Banking payments, training fees and billing receipts in SWIFT.
- C. Receipt payments made on vendor invoices.
- D. Maintain inventory of office supply stock and prepare orders as directed.
- E. Ensure and report printer counts to the vendor as required by Statewide contract.
- F. Provide troubleshooting requests and contact vendors when equipment isn't working.
- G. Provide backup for fixed assets.
- H. Cover BWSR Central Office front desk as needed. Open and distribute correspondence (mail, email).

Performance Indicators

1. Accounting guidelines are followed, demonstrating adherence to necessary controls that ensures the agency is complying with audit related expectations.
 2. SWIFT related trainings are attended, demonstrated by an understanding of SWIFT functions and modules.
 3. Accurate assignment of costs to funds, appropriations and accounts are maintained.
 4. Work is completed timely and within requested deadline.
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3. Principal Responsibility

Information technology coordination and other duties as assigned.

Priority: B

% of time: 10

Discretion: B

Task Statements

- A. Attend conferences, seminars, workshops and/or trainings as directed and/or approved by the Senior Manager.
- B. Attend and participate in programs leading to professional designation or accreditation.
- C. Serve in back up capacity to other financial staff fulfilling various accounting duties such as AP, AR, payroll, fixed assets.
- D. Provide routine analysis and reports on budgets, spending and appropriations.
- E. Participate in special projects when assigned.
- F. Support the operational goals and objectives of the organization.
- G. Other duties as assigned.

Performance Indicators

- 1. Duties are performed to the specification and quality expected.
- 2. Complies with all BWSR security, safety, and technology policies and procedures.
- 3. Regular reporting on projects and tasks assigned.
- 4. Additional professional designation and accreditations obtained.
- 5. Completes other duties as assigned on time and correctly.

Position Description C

Employee's Name: TBD

PCN: TBD

NATURE AND SCOPE

RELATIONSHIPS

This position works across the agency to support agency senior and executive managers in ensuring agency operations are as efficient as possible. Communication occurs on a daily basis with staff, over the phone, and through e-mail to leaders and staff around the state. Verbal and written communication is also required with personnel from other BWSR offices; professionals outside BWSR; personnel from other local, state, and federal agencies; local and state government officials; and the general public. Written communication is also necessary to assign and respond to work assignments when professional staff are away from the office. Conflicts on job assignments are resolved by the Chief Financial Officer.

KNOWLEDGE, SKILLS, AND ABILITIES

This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment. The person must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. The position requires ability to gain knowledge and understanding of program areas including technical terminology and program specific software programs. The position requires strong administrative skills; personal organization skills are essential in this position. The ability to manage a large number of non-related issues, deadlines, and details simultaneously is necessary. Technical skills and abilities necessary for this position include the operation and maintenance of personal computer hardware, programs, applications, and networks; printers; copy machine; FAX machine; E-mail systems; calculator; label printer; and telephone/voicemail systems. Knowledge of BWSR policies and procedures and effective use of business communication methods are all essential.

Proficient in software applications such as Microsoft Word, Excel, PowerPoint, Access and Adobe Acrobat.

This position requires a general knowledge of budget terminology, preparation and use sufficient to assist in the preparation of internal and external program budget needs and ability to run SWIFT Reports/Queries. Knowledge must include the Statewide Integrated Financial Tools (SWIFT) and office procedures sufficient to compile records and reports which are in compliance with directives and explain and interpret policies and procedures and knowledge of the Minnesota Management and Budget's Policies and Procedures.

PROBLEM SOLVING AND CREATIVITY

The ability to prioritize the workload to accomplish tasks by required deadlines is extremely important in this position. Creativity and flexibility is essential and is used in all aspects of office management to continually investigate and implement more efficient methods of operation. As the first contact person for many people contacting the BWSR office, the incumbent must have the ability to translate a request for information or assistance into a responsive follow-up, such as directing phone calls to the proper person or agency or providing required information directly. The incumbent will refer to and confer with appropriate professional staff and/or Section Manager when problems arise beyond the authority and scope of this position.

This position must be able to work through a wide range of requests including fiscal. Incumbent must be able to compile and present financial information in an accurate and understandable format. The ability to prioritize the workload to accomplish tasks by required deadlines is important in this position.

FREEDOM TO ACT

This position will work with limited supervision by the Chief Financial Officer who will delegate major priorities. However, the professional staff are often in travel status and the incumbent of this position is expected to exercise good judgment and has a high degree of freedom to act within the authorities of this position while adhering to state laws and BWSR policies, rules, and guidelines. Generally, workdays are organized by the employee to prioritize and accomplish routine matters. This position has a great deal of latitude to act within limits. Given an assigned task, this position has the freedom to explore how it can be accomplished. A sense of good judgment and freedom to act are integral elements of this position, and it is essential that both be of superior levels.