



The Minnesota Board of Water and Soil Resources (BWSR) is the state of Minnesota's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

Job Details

Working Title: Office & Admin Specialist Sr Job Class: Office and Administrative Specialist, Senior Agency: Board of Water & Soil Resources

- **Job ID:** 85805
- **Location:** St. Paul
- **Hybrid work Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 04/23/2025
- **Closing Date:** 05/13/2025
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources / Board of Water & Soil -AFSCME
- **Division/Unit:** BWSR HR / Fiscal and Admin Services
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes Est. 2 %
- **Salary Range:** \$21.90 - \$29.65 / hourly; \$45,727 - \$61,909 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 - Clerical/AFSCME
- **Work Area:** (Required for AFSCME)
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

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.

- Provide senior-level office and administrative support to the agency.
- Provide support for fiscal and wetlands functions.
- Information technology coordination and other duties as assigned.

Qualifications

Minimum Qualifications

- Two (2) years of Administrative Support Experience
- Leadwork skills with sufficient ability to prioritize the workload to accomplish tasks by required deadlines.
- The ability to manage a large number of non-related issues, deadlines, and details simultaneously is necessary.
- Data entry sufficient to examine, proofread and compare records to ensure that accurate information is entered and updated to fiscal and wetland information systems.
- Must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure.
- Ability to communicate with others and understand information sufficient to communicate via email and phone interactions with co-workers, customers, and the general public.
- Proficient in software applications such as Microsoft Word, Excel, PowerPoint, Access and Adobe Acrobat.
- 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.
- Requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment
- Attention to detail.

Preferred Qualifications

- BA Degree
- Knowledge of the Statewide Integrated Financial Tools (SWIFT) and office procedures sufficient to compile records and reports.
- Possess excellent verbal and written communication skills necessary to independently compose high-level communications relaying complex divisional resolutions to a wide variety of customers.
- Must be dependable and excellent attendance is essential.
- Proactive problem solver
- Ability to work cooperatively with individuals from diverse backgrounds.

Physical Requirements

Requires occasionally moving and transporting such articles as file boxes and heavy hand tools or heavier materials with help from others and moving and transporting light objects frequently. Even though the weights being moved and transported may be a negligible amount, a job in this category may require positioning self to move to a significant degree or may involve maintaining a stationary position for extended periods.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Education/License Verification

Application Details

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Amie Wunderlich at amie.wunderlich@state.mn.us or [651-539-2593](tel:651-539-2593).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Patty Sweep at patty.sweep@state.mn.us

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children

- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.