



## State of Minnesota Position Description

### Board of Water and Soil Resources

### Position Description A

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Employee's Name:

Position Control Number:

Agency/Division Board of Water and Soil Resources

Activity:

Classification Title: State Program Administrator  
Coordinator

Working Title: Clean Water Coordinator

Appraisal Period:

Prepared by: Marcey Westrick

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### 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)

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### Position purpose

This position serves as the lead for coordinating the development and implementation of statewide Clean Water Fund (CWF) programs of the Board of Water and Soil Resources (BWSR) and administrative direction for the delivery and implementation of agency soil and water conservation programs in cooperation with the Grants Coordinator. Responsibilities include establishing program goals and objectives, directing other agency staff, coordinating program implementation with other state agencies, developing financial reporting systems, providing training, developing guidance, monitoring grant recipient compliance, and evaluating and developing requirements and procedures for program administration and results.

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### Reportability

Reports to: Central Region Manager

Supervises: No supervisory authority over state employees

### Dimensions:

**Budget:** This position contributes to the preparation and management of budget items necessary for program implementation, including grant programs.

**Clientele:** *Internal:* BWSR Board members, and agency staff including grants staff, clean water specialists, board conservationists, IT and finance staff. *External:* Clean Water Council, other State agency staff, federal agency staff, county commissioners and staff, SWCD supervisors and staff, watershed district managers and staff, city officials, township officials, non-governmental organization, and general public.

## Position Description B

Employee's Name:

PCN:

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### 1. Principal Responsibility

CLEAN WATER FUND (CWF) ADMINISTRATION. Lead the agency's efforts to administer CWF programs by maximizing environmental outcomes and minimizing administrative costs for the Agency and implementing partners.

Priority A

% of time 40

Discretion A

Task Statements

- A. Lead agency efforts to develop, implement and manage agency CWF water restoration and protection activities in collaboration with other agency coordinators.
- B. Lead and participate on staff teams and work groups to develop and implement program requirements and procedures.
- C. Manage legislatively mandated requirements, such as the annual agreement with the Conservation Corps of Minnesota and Iowa, legislative report(s) and annual reporting to the Legislative Coordinating Commission.
- D. Work with the communications coordinator on the development and implementation of an internal and external CWF communications strategy.

- E. Work with the compliance coordinator and the land and water supervisor to ensure CWF programs and activities comply with monitoring, reconciliation and reporting laws and policies.
  - F. Lead in the preparation of testimony, reports, and documents for legislative hearings and to respond to requests from individual legislators.
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## **2. Principal Responsibility**

DATA MANAGEMENT. Direct the administration of agency clean water data to maximize overall efficiency and effectiveness.

Priority A

% of time 20

Discretion A

Task Statements

- A. Lead agency efforts to measure the effectiveness and outcomes of clean water programs in collaboration with other agency coordinators.
  - B. Assist in the development of data metrics by collaborating with agency staff to ensure efficient and effective tracking and delivery of conservation outcomes.
  - C. Assist in the evaluation of soil and water conservation data.
  - D. Assist in maintaining the BWSR website, and other avenues of disseminating information necessary to ensure BWSR staff and clientele have access to up-to-date information.
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## **3. Principal Responsibility**

AGENCY REPRESENTATION. Coordinate assigned BWSR programs with soil and water conservation activities of other state and federal agencies, and with local government and other associations to ensure that agency priorities have a wide and cost-effective impact.

Priority B

% of time 30

Discretion A

Task Statements

- A. Serve as the principal liaison for coordinating BWSR's interagency CWF activities.
- B. Maintain positive working relationships with partner state and federal agencies and identify new or enhanced partnership opportunities.

- C. Represent the agency on interagency teams associated with assigned programs.
  - D. Develop relationship with local government associations to ensure assigned BWSR programs are meeting local needs and priorities.
  - E. Represent the agency at regional, state or federal level committees, meetings, and taskforces relating to soil and water resource management as directed
  - F. Support BWSR Board as the Technical Representative on the Environmental Quality Board.
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#### **4. Principal Responsibility**

OTHER TASKS AS ASSIGNED

Priority B

% of time 10

Discretion A

Task Statements

- A. Perform other tasks as assigned by supervisor

## Position Description C

Employee's Name:

PCN:

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### NATURE AND SCOPE

### RELATIONSHIPS

The incumbent of this position is responsible for developing and ensuring the efficient and effective implementation of BWSR CWF activities. An important responsibility is to develop changes and updates to goals and program objectives in order to address changing needs. This position reports to the Central Region Manager. On public policy issues and on program implementation issues, the incumbent also will collaborate with members of the Senior Management Team. The incumbent also will provide necessary oral and written reports to the BWSR Board and appropriate Committees of the Board.

This position is responsible for ensuring program effectiveness in partnerships with other organizations and state and federal agencies, such as the Natural Resource Conservation Service (NRCS), the Farm Service Agency (FSA), the University of Minnesota, and other Minnesota state agencies. Therefore, the incumbent must establish effective working relationships with program partners in order to collaborate on program coordination to target programs to address resource goals and determine changes necessary to better meet agency needs.

This position requires considerable oral and written communications with BWSR staff and local government officials and staff. These communications are an essential component of successful program implementation.

### KNOWLEDGES, SKILLS AND ABILITIES

The incumbent must have:

- Academic training and experience in soil and water conservation, land use management, , political and fiscal processes, and possess the ability to apply that knowledge to environmental and soil and water conservation program management.
- Ability to apply hydrologic expertise and program management knowledge to develop and implement strategies for watershed protection and restoration; and

- Ability to evaluate, interpret and develop sound recommendations for complex scientific, technical and programmatic issues related to statewide watershed protection and restoration.

The employee must also have knowledge and experience with the structure of federal, state, and local governments and must understand their roles and relationships in the management of natural resources. The employee must also have excellent oral and written communication skills which include; the ability to explain complex technical, political, and fiscal matters to the public, the ability to present, discuss and explain controversial matters in a professional manner, and to conduct public speaking engagements in an interesting and informative presentation, and understand the use and application of information technology tools, including GIS and database management.

It is essential that the employee be able to work independently without close supervision and have good human relations skills. The incumbent must be able to represent the agency in high level discussions at federal, state and local government levels. The ability to present and discuss information before legislative committees, legislative staff and federal agencies is necessary. The incumbent must be able to envision and develop reports, documents, graphs, interpretive materials and other media pieces which clearly and effectively communicate program goals and outcomes and provide mechanisms for demonstrating agency accountability.

#### PROBLEM SOLVING AND CREATIVITY

Key problem-solving areas for this position are related to:

- Coordinating and integrating the activities of local, state, and federal government agencies and interest groups that are involved in soil and water conservation.
- Developing of policies and procedures to streamline implementation of soil and water conservation programs and minimize agency and local government administrative overhead; and
- Evaluating data and make technical and policy recommendations based on professional judgment.

Considerable opportunity exists for creative solutions to these problems. The incumbent must use knowledge of existing management programs as well as have the ability to apply scientific principles and statutory authorities and agency policies to “tailor” solutions or develop new approaches to solve resources management problems. Additionally, because of the diversity of federal, state, and local agencies dealing with soil and water conservation in Minnesota, it is likely that program and policy directions taken in support of a given action will impact on the programs of several other agencies and local governments. Establishing and maintaining strong communication links both internally and externally are essential elements of this position. The incumbent will request direction from the supervisor and agency senior managers when problems are unique or require policy changes.

#### FREEDOM TO ACT

The incumbent has substantial freedom to act under the general direction of the supervisor. The incumbent will need to make frequent independent decisions regarding courses of action and problem resolution within the guidelines established for the position. These decisions can be made independently, consistent with agency program and administrative policies. The incumbent has the authority to work directly with clientele and to

independently solicit input from BWSR staff state and local agency officials, and private sector or academic experts as needed. The incumbent is expected to advise the supervisor of emerging issues and work activities and discuss policy implications of work activities. When application of policy to a complex situation is unclear, he/she shall defer decisions until direction is received from his/her supervisor.