

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

POSITION DESCRIPTION A

Employee's Name: vacant

Position Control Number: 00568480

Division/Program: Fiscal Services

Activity: BWSR Office Administration

Classification Title: Accounting Officer Senior

Working Title: Contracts Specialist

Prepared By: Amie Wunderlich

Appraisal Period: Annually

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

(position description accurately reflects my current job)

(position description reflects employee's current job)

Position Purpose:

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR) in multiple areas. This position exists to develop and administer Agency wide Request for Proposals (RFP's), Professional Technical Contracts and Grants, under limited supervision, for BWSR. Work with program staff to define the scope of work and incorporate technical requirements into the contracts. Responsible for completion of all contract forms and documentation associated with the development of a contract and negotiating the contract with eligible vendors. Lead contract/grant negotiations. Research and problem-solve contract related issues and questions to help ensure contracts are appropriate in compliance with contract requirements. Assist with training, help to develop policy and procedures, and identify opportunities for continuous improvements to contract/grant processes.

Reportability:

Reports to: Chief Financial Officer

Supervises: N/A

Lead Worker: Lead Accounting Officer

Clientele:

Agency Staff
Board Members
Department of Administration Staff
Other state agencies

MMB Staff
LGU staff
Legislative Auditor Staff
Federal Conservation Agencies

Position Description B

1. Develop agency-wide competitive RFP's, Contracts and Grants.

Responsibility #1 Priority: A % of time 60 Discretion: A

Tasks:

- a. Develop accurate complete Contract/Grant forms and documentation, including RFPs, and coordinate with program needs.
- b. Provide guidance, policies and decisions to other Contract Specialists, BWSR project staff and management and other agencies. Help to interpret Contract/Grant language, Statute, Rules, Department of Administration (ADM), Office of Grants Management (OGM), and BWSR Guidelines and define appropriate Contract/Grant mechanisms. This includes utilization of the Grant Framework, toolkit and Diversity and Inclusion requirements.
- c. Work with program staff to define the scope of work and incorporate requirements into all Contracts/Grants.
- d. Negotiate Contracts/Grants.
- e. Thoroughly review for accuracy Contracts/Grants prior to routing for signature.
- f. Assist in compiling and inserting proper data into eLINK, BWSR's Grant Management System, to generate grant agreements and upload related documents.
- g. Remain current on new State and BWSR policies and procedures and integrate them into all relevant Contracts/Grants.
- h. Create and edit Contract Shells, Contracts, Grants and RFPs in SWIFT.

Performance Indicators:

- a) Write, review, edit and/or help negotiate Contracts, Grants and RFP's that are completed in a timely manner and acceptable format containing appropriate requirements, deliverables, laws, practices, procedures and guidelines.
- b) Reduce contract costs through negotiation.
- c) Update procedures from ADM into Contracts/Grants and incorporate into agreements in accordance with the Department of ADM requirements.
- d) Contracts/Grants are defined in a manner that minimizes and/or eliminates re-works from ADM and agency approvers and signers.
- e) Ensure signatures have delegated authority.

2. Perform purchasing duties, evaluate and consult on agency's purchasing processes.

Responsibility #4 Priority: A % of time 20 Discretion: A

- A. Reviews purchasing requests so that decisions on methods of purchasing can be made.
- B. Prepare purchase specifications and invitations to bid so that vendors may submit quotations.
- C. Determine whether prices quoted are fair and correct and whether quality meets specifications standards so that state specifications and standards are maintained.
- D. Read, comprehend and determine the most appropriate acquisition method while evaluating time, cost, service, need for vendor negotiation, etc.
- E. Evaluate responses to the acquisition document, notify requesting user and vendor of the award and administer the acquisition throughout the completion of the purchase order.
- F. Utilize the state purchasing card when appropriation for purchases, travel, and other needs in compliance with the Department of Administrations purchasing card policy.

Performance Indicators:

- A. All purchasing policies, procedures and requirements are followed, with a demonstrated knowledge of procurement processes and protocol.
- B. Timely processing of requisitions and PO's.
- C. Appropriate competitive bidding process and required purchasing authority is followed.
- D. Informs other staff of important changes in procurement policies and procedure.

3. Assist in developing, evaluating, improving and implementing policies and procedures pertaining to contracts, grant, encumbrance, and purchasing card development, tools and management.

Responsibility #2 Priority: A % of time 10 Discretion: A

Tasks:

- a. Help create new and improved policies, procedures and tools as needed as part of the process.
- b. Implement changes and improvement to existing policies and procedures regarding content, validity, efficiency, consistency and adherence to established practices, including Diversity and Inclusion requirements.
- c. Incorporate continuous improvement team recommendations and guidelines into all transactions, including Risk Triage accountabilities.

Performance Indicators:

- a. Timely, complete, accurate and clear guidance developed and communicated effectively to BWSR Staff.
- b. New policies and procedures are adhered to and incorporated into work.

4. Assist in conducting internal document and process audits and evaluations for grants and contracts to ensure compliance with Department of Administration.

Responsibility #3 Priority: A % of time 5 Discretion: A

- a. Assist in the development strategy for contract audits as part of the Agency's internal controls/risk assessment efforts.
- b. Assist in conducting audits using criteria contained within State and Federal policies regarding PT Contracts and Grants.
- c. Evaluate data obtained through the auditing process to determine the compliance with State and Federal mandates.
- d. Assist in compiling and reporting on the findings of the audit to proper entities, (i.e. Dept. of Administration).
- e. Use the findings of the audit to assess contractors, if required.
- f. Recommend contract cancellation when deemed appropriate.

Performance Measurements:

- a) Assists with audits and evaluations on assigned contracts and help to ensure compliance with state and federal PT contract/grant mandates.
- a) Ensure that evaluations of contractor's work are completed, and the project satisfactorily complies with the scope of work and deliverables.

5. Perform other duties as assigned to assure efficient and effective operations in the fiscal services division.

Responsibility #5 Priority: B % of time 5 Discretion: B

Tasks:

- a. Serve in back up capacity to other financial staff fulfilling various accounting duties such as but not limited to AR, payroll, and fixed assets.
- b. Provide routine analysis and reports on budgets, spending and appropriations.
- c. Participate in special projects when assigned.
- d. Support the operational goals and objectives of the organization.

Performance Indicators:

- a. Duties are performed to the specification and quality expected.
- b. Complies with all BWSR security, safety, and technology policies and procedures.
- c. Regular reporting and consultation with supervisor on projects and task assigned.

POSITION DESCRIPTION C

Nature and Scope (relationships; knowledge, skills and abilities; problem solving; freedom to act)

Relationships:

The position reports to the Chief Financial Officer and may receive direction from the Lead Accounting Officer. This position is the lead contract accounting professional for the agency as it provides support to all of the agency's programs. This position also works indirectly with the management team, unit supervisors and project managers regarding fiscal aspects of program development and implementation. Outside the agency the position works with Minnesota Management and Budget, Minnesota Department of Administration, and various federal and state agencies on accounting matters.

Knowledge, Skills and Abilities

This position requires a thorough knowledge of the principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products. Must be able to advise agency positional on all aspects of state procurement statutes, rule, laws, policies and procedures sufficient to interpret, apply and communicate them. This position requires a thorough knowledge of the Statewide Integrated Financial Tools (SWIFT).

This position must have knowledge of accounting principles and practices, budgeting principles, and the state's appropriation and accounting systems. This position must interpret financial policies and procedures, relate them to technical and administrative activities and clearly communicate them to staff.

Development of spreadsheet and manual tracking systems is required to track fiscal work products and schedules. This position must be able to utilize the computer and data systems. This position must be able to extract financial information from the statewide accounting system using Crystal report tool.

Human relations, communication and organization skills are important because this position will interact with numerous agency staff, and also with vendors outside the agency. Oral and written communication skills are important.

Problem Solving

This position deals with a variety of problems in the basic area of fiscal management, e.g., researching why a requested funding source does not have available funds and working with the requestor or the Administrative Director options for funding the request.

This position must be able to resolve a wide range of potential problems including budgetary, positional and procurement before they occur. Creativity is essential in devising effective procedures, testing the reliability of procedures and applying the results to many different situations. Many problems are of a nature that do not directly relate to resource materials such as manuals, or policies, therefore, requires this position to rely on knowledge, abilities and past experience to effectively resolve the problem.

Freedom to Act

As an agency resource position dealing with staff's presented fiscal concerns, there is a large degree of freedom for process resolution and improvement on fiscal procedures. Reportability is either oral as requested or written status reports on specific issues and assignments. The position works within the structures of state and federal laws and procedures regarding programs and budgets.

The position exercises considerable independent judgment, within the structure of, state laws, rules, established policies, and general contract law. Examples of external controls may include MMD, MR, federal, state and local laws. Initial interpretation and periodic review of these controls may be done in consultation with management and MMD.

This position reports to the Chief Financial Officer who provides broad direction and oversight to the person in this position. Day-to-day problem resolution provides considerable freedom to act; however, management needs to be informed of significant actions that affect the posture of agency funding and performance.