



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: Training, Contracts, and Purchasing Administrator Job Class: State Program Administrator, Intermediate Agency: Water & Soil Resources Board

- **Job ID:** 89457
- **Location:** St. Paul
- **Telework Eligible:** Yes, Hybrid
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 10/14/2025.
- **Date Posted:** 10/08/2025
- **Closing Date:** 10/21/2025
- **Hiring Agency/Seniority Unit:** Water and Soil Resources Board
- **Division/Unit:** Fiscal and Admin Services / Finance & Accounting
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes (up to 5%)
- **Salary Range:** \$25.67 - \$37.26 / hourly; \$53,598 - \$77,798 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - Minnesota Association of Professional Employees (MAPE)
- **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

The Training, Contracts, and Purchasing Administrator provides technical and administrative functions to the agency, particularly related to the administrative aspects of BWSR's internal and external training responsibilities. The position also administers related fiscal functions including seeking bids for training sites, facilitating contracts, and managing budgets for training programs. The position is also responsible for activities related to course registration and scheduling, and other agency program administrative duties.

Qualifications

Minimum Qualifications

To facilitate proper years of service crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

Two (2) years of experience in procurement, grants or contracts management. NOTE: A degree in Business Administration or a related field may be substituted as follows: Associates substitutes six (6) months, Bachelors substitutes one (1) year and a Masters substitutes eighteen (18) months.

Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to analyze, interpret, and prepare financial information, records, and reports.

Advanced skills with the following PC software tools including word processing, databases, and spreadsheets in order to prepare and present complex financial reports.

Advanced interpersonal and human relation skills sufficient to explain accounting concepts and standards to management and program staff.

Organizational skills and the ability to identify and solve problems, advise others, handle multiple priorities, meet deadlines and apply innovative approaches and opportunities for streamlining existing processes.

Ability to demonstrate research, analytical, problem-solving, and critical thinking skills to understand and address procurement documents.

Ability to work under deadlines and adapt to ever-changing program requirements, financial resources, and administrative change; and ability to identify issues, resolve disputes, and recommend solutions.

Preferred Qualifications

More than two (2) years of experience in procurement, grants or contracts management.

ALP Certification for \$25,000

SWIFT experience

Procedural understanding of the Minnesota Wetland Professional Certification Program (MWPCP).

Additional Requirements

The Board of Water and Soil Resources will not sponsor applicants for work visas, including STEM OPT extensions. All applicants must be legally authorized to work in the US.

It is the policy of the Board of Water & Soil Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Conflict of Interest Review
- Education/License Verification
- Driver's License DMV Check

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

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 Tracy Ohmann at tracy.ohmann@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.