



## State of Minnesota Position Description

### Board of Water and Soil Resource

### Position Description A

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Employee's Name: TBD

Activity: Fiscal and Administrative Services

Agency/Division: BWSR/Fiscal & Admin Services

Working Title: Training, Contracts, and Purchasing  
Administrator

Classification Title: State Prog. Admin. Int.

Prepared by: Andrea Fish

Appraisal Period:

Position Control Number: TBD

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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

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.

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### Reportability

Reports to: Reports directly to agency Chief Financial Officer; due to the nature of coordinating and collaborating on agency-wide initiatives, will informally report to Senior Manager for Organizational Effectiveness and the agency Executive Team, and other agency managers/supervisors as required.

Supervises: N/A but may provide limited direction to BWSR OAS staff

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### **Dimensions:**

Budget: N/A but will be responsible for managing bids and contracts within a specified budget allocation amount

Clientele: Local governments, Tribal governments, public and private facility managers, members of the public, Minnesota Office of Administration, Minnesota Management and Budget

## **Position Description B**

Employee's Name: TBD

PCN: TBD

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### **1. Principal Responsibility**

Provide administrative assistance and oversight of agency internal and external training programs and serve as internal coordinator of agency efforts related to training.

Priority: A

% of time: 40

Discretion: B

#### **Task Statements**

- A. Coordinate across sections of the agency to identify and schedule internal and external training, reducing conflicts in timing and duplication of efforts.
- B. Communicate course offerings and schedules to local units of government and other stakeholder groups to ensure broad awareness of agency offerings.
- C. Process course registrations and payments; provide general customer service related to registration; cancel or reschedule trainings or registrations as needed to support effective offerings and outcomes.
- D. Assist with oversight of training budget including bids, contracting, estimates of course cost and needed registration fees, operating within defined budget, or seeking additional funds as needed to maintain compliance with state requirements.
- E. Maintain databases of course offerings, registration, and completed courses for attendees.
- F. Engage in training location site selection for courses based on cost effective locations, proximity to trainers and attendees, central locations for statewide courses, and whether exterior site locations are necessary for the course (e.g. visiting wetlands, easement sites, or other sites that course instructors have identified as necessary for course completion).

- G. Provide on-site assistance for training programs, including registrations, changes in registrations, ensuring technical resources for training, and ensuring any necessary workbooks or other materials are available to all course attendees.
- H. Assist in the creation of presentations and workbooks as necessary to meet course expectations and requirements.
- I. Identify and recommend changes to course material, sites selected, or other aspects of training to maintain both learning outcomes and fiscal integrity.

#### Performance Indicators

- 1. Training offerings operate within fiscal scrutiny where course expenses and course income (from registration fees) ensure a balanced budget.
- 2. Course materials ensure outcomes for training are met.
- 3. Learners have access to training records as needed for certification or state or local training requirements.
- 4. Training offerings are adequately advertised to external partners, including necessary local units of government and/or Tribal governments.

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## 2. Principal Responsibility

Provide agency fiscal administration including for purchasing, business expenses, grant applications, ordering supplies or other materials, identifying and bidding possible sites for agency operations and training, managing contracts, etc.

Priority: A

% of time: 40

Discretion: B

#### Task Statements

- A. For training and other agency needs, including other business meetings, manage site bids and contracts.
- B. Administer agency purchasing including identifying purchasing needs, selecting the most cost-effective options based on needs, and executing purchasing within the requirements of state policy.
- C. Identify and arrange lodging arrangements for off-site agency needs in compliance with state collective bargaining units, state policy, and state purchasing card requirements.
- D. Determine the compliance of requests for state purchasing or business expense reimbursement.
- E. Recommend alternatives in purchasing, contracting, and business expense reimbursements to supervisors and managers.
- F. Maintain record of agency expenditures related to individual and all staff training to ensure that agency goals for employee development are accurately budgeted for.
- G. Assist in the development of state or federal grants for agency programs.

- H. Prepare, complete, and track daily deposits.
- I. Administer purchases of equipment for agency needs, including site-specific needs; coordinate with facilities and fleet manager as necessary to identify and procure necessary equipment.
- J. Identify compliance concerns and provide recommended alternatives to agency supervisors/managers.
- K. Advise agency leadership and/or staff about changes to state law or policy that impact fiscal decision-making or documentation; inform agency on necessary next steps or best courses of action.
- L. Serve in back up capacity to other financial staff fulfilling various accounting duties such as payroll and purchase orders; follow-up on payroll discrepancies and take corrective actions as necessary.
- M. Provide routine analysis and reports on budgets, spending and appropriations.

#### Performance Indicators

- 1. Agency purchasing, contracting, and reimbursement expenses adhere to state law, state policy, and collective bargaining unit agreements.

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### 3. Principal Responsibility

Provide general administrative functions to other agency-wide programs as directed.

Priority: B

% of time: 20

Discretion: A-B

#### Task Statements

- A. Process applications for agency programs which may include easement applications, applications for wetland bank credits, etc. based on procedures used by the agency.
- B. Provide data entry and prepare reports as directed.
- C. Maintain records of agency programs as directed.
- D. Respond to inquiries for information on agency programs, including general data on easement acquisitions, wetland banking acquisitions, status of applications, etc.
- E. Analyze existing data related to delivery of public programs, monitor programs, and recommend changes to meet indicated outcomes.
- F. Maintain procedural documents for program delivery.

#### Performance Indicators

- 1. Document procedures are accurate and annually updated for changes in state law or policy.

## Position Description C

Employee's Name: TBD

PCN: TBD

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### NATURE AND SCOPE

This position functions as a program and data analyst with some limited audit work of programs, and recommends changes to internal or external processes. In terms of providing training, feedback, and subject information, the employee's work is largely internal.

### RELATIONSHIPS

This position must be able to work collaboratively with others to meet shared agency goals, while also coordinating multiple individuals' efforts to reduce duplication of efforts. With external customers, the employee must be able to engage individuals collaboratively to identify areas for improvement, or to seek changes that bring customers to voluntary program compliance.

### KNOWLEDGE, SKILLS, AND ABILITIES

Qualitative and quantitative analysis sufficient to evaluate program-related data and extract meaningful information to apply to program operations.

Governmental budgeting and legislative processes sufficient to review, analyze and suggest changes to proposed public programs and budgetary proposals.

Law and administrative procedures sufficient to execute contracts and propose solutions to resolve problems discovered during monitoring.

Public program operations sufficient to understand day-to-day activities, link processes to the purpose of the program, and provide procedural technical advice to clients and other governmental officials.

Knowledge of the generally accepted accounting principles (GAAP) and practices and bookkeeping sufficient to analyze and interpret fiscal data. This position also requires budget terminology and principles sufficient to assist in encumbering and maintaining auditing information to assist in the audit regarding agency encumbrances. The individual must have statewide accounting (or comparable) system sufficient to compile, analyze, and interpret fiscal information for use by management.

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).

Use office machines and equipment such as computers and other data processing equipment to gather and compile data.

Prepare and interpret complex fiscal reports and records.

Interpret federal and state laws and departmental fiscal policies.

Human relations sufficient to tactfully give positive as well as problem-centered feedback to clients and other governmental officials that maintain effective working relationships.

Read and comprehend program-related bulletins, manuals, rules, etc., sufficient to interpret and apply them to resolve eligibility and compliance problems that may require procedural, manual and rule changes.

Communicate orally sufficient to speak to individuals and groups to inform a wide audience about program decisions, changes and other relevant information on a timely basis and to resolve differences of opinion.

Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.

#### PROBLEM SOLVING AND CREATIVITY

While the nature of the work can be complex and dynamic, much of the problems encountered while accomplishing this work will be governed by existing procedures, standards, and precedents. This position has limited authority to make decisions that create a new policy or standard – that is, most decisions that represent a new policy or standard must be routed through senior section members and supervisors prior to implementation. Within existing procedures, the employee will have latitude to consider which among many procedures should be followed and in what sequence to achieve the required results.

The employee will occasionally come across new or unusual challenges, requiring intensive search for solutions/appropriate choices among defined options or within area of learned things and pursuing or recommending a course of action based on existing laws and policies. The role requires a basic grasp of the foundational principles and practices of a general field of knowledge to conduct and continually improve work processes with strong awareness of most immediate and sustained effects on customers

#### FREEDOM TO ACT

Under general supervision, this position is responsible for administering state program activities, and making informed recommendations to higher-level State Program Administrators, supervisors, or managers. When areas of non-compliance are identified, the employee works directly with customers (internal and external) to help them achieve voluntary compliance. Much of the work is also governed by existing state laws, policies, agency procedures, and collective bargaining agreement allowances.