



# State of Minnesota Position Description

## Board of Water and Soil Resource

## Position Description A

Employee's Name: TBD

Position Control Number:

Agency/Division: Minnesota Board of Water and Soil Resources

Activity:

Working Title: Office Administrative Assistant

Classification Title: OAS Senior

Appraisal Period:

Prepared by: Asst. Director, Strategy and Operations

### 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)

### Position purpose

This position exists to provide direct senior administrative and office support to the Board of Water and Soil Resources (BWSR). The Office and Administrative Assistant, Senior, will work with regional office staff and agency senior leaders' staff to ensure consistent and reliable statewide service in all our program areas. This role will also ensure that appropriate documentation is received for program management and fiscal oversight.

## Reportability

Reports to: Central Regional Manager

Supervises: None

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## Dimensions:

Budget: Does not apply

Clientele: Board of Water and Soil Resources Staff; Soil and Water Conservation Districts (SWCD); Watershed Districts (WD); Counties; Cities; Staff of Local, State, and Federal Agencies; General Public

## Position Description B

Employee's Name:

PCN:

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### 1. Principal Responsibility

PROVIDE SENIOR LEVEL OFFICE AND ADMINISTRATIVE SUPPORT TO THE AGENCY

Priority: A

% of time: 45

Discretion: A

Task Statements

- A. Review itineraries and expense claims for consistency and accuracy prior to review by Chief Financial Officer or Section manager review.
- B. Track, compile, and gather materials for meetings of assigned Committees and Teams.
- C. Plan, organize, and act as main contact to venues for regional staff meetings & other events as needed; provide on-site assistance including gathering visitor badges as needed.
- D. Organize meeting arrangements, recommend site locations, contact staff to develop meal and lodging lists, create the internal paperwork and purchasing in SWIFT.
- E. Suggest and implement improvements to the efficiency of daily operations within the office and region.
- F. Participate in workgroups or teams related to office and region. Prepare purchase requests for Manager approval by obtaining required support documents (i.e. special expense requests, internal requests for goods and services forms) and ensure adherence to State and agency purchasing policies and procedures.
- G. Maintain purchasing records for assigned Section.
- H. Monitor program area expenditures, correct data entry errors, and coordinate with Fiscal Services section as necessary.



- I. Process staff Special Expense Requests, Internal Requests for Goods and Services, travel logs, supply orders, etc.
- J. Compose, format, review, edit, and/or process section and program manager correspondence, reports, and other materials as requested.
- K. Respond to complex program questions related to the assigned BWSR program areas. Direct questions to appropriate staff as necessary.
- L. Intake questions on special programmatic software programs and forward to appropriate staff.

#### Performance Indicators

- A. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
- B. Administrative procedures are followed.
- C. Work is completed within the requested deadline.
- D. Maintain Local Purchasing Authority Certification.
- E. Compliance with ALP Federal and State laws while coordinating meetings.

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## 2. Principal Responsibility

### PROVIDE ADMINISTRATIVE SUPPORT TO ASSIGNED SECTIONS

Priority: A

% of time: 35

Discretion: A

#### Task Statements

- A. Create and generate support documents for use in trainings and meetings as directed and/or approved by the Manager.
- B. Schedule meetings and conference call for Manager.
- C. Coordinate conference room reservations and catering arrangements as requested.
- D. Address staff technical issues and submit necessary work orders, such as a MN.IT ticket, to address issues.
- E. Process supply and equipment orders for BWSR offices; monitor and maintain office supply stock and order other supplies and equipment as needed.
- F. Implement BWSR records retention plan.
- G. Attend conferences, meetings and trainings as requested and/or approved by Manager
- H. Collect, organize, and update current addresses, titles, phone numbers, and other pertinent information of agencies, individuals, organizations, political bodies, committees, and BWSR personnel; enter updates and changes into contact management systems.
- I. Research and respond to complex questions and requests for program specific and agency-wide information.
- J. Assist Manager with onboarding activities for new staff, such as equipment and supplies coordination and training on various office functions and policies.
- K. Support the implementation of the Buffer and Soil Loss Programs by maintaining receipt of Notifications



of Noncompliance, Corrective Action Notices, Administrative Penalty Orders, Appeals, and other regulatory correspondence.

- L. Work with staff to prepare Corrective Action Notices, Administrative Penalty Orders, Appeals and other regulatory correspondence and agency purchasing policies and procedures as needed
- M. Assist in RFP and contracting processes as needed.
- N. Cover of designated office front desk as needed. Open and distribute correspondence (mail, email).

#### Performance Indicators

- A. Administrative support tasks are performed correctly, in a timely, efficient manner, according to state laws and BWSR rules, policies, and guidelines
- B. Support materials are prepared correctly and on time and are of high quality.
- C. Communications with staff are effectively maintained.
- D. Office administrative procedures are implemented consistently in all offices.
- E. Maintain Local Purchasing Authority Certification.

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### 3. Principal Responsibility

PERFORM ACCOUNTING AND PURCHASING FUNCTIONS FOR THE CENTRAL REGION, ORGANIZATIONAL EFFECTIVENESS, and BUFFER AND SOIL LOSS PROGRAM AND STATEWIDE MEETINGS AND TRAININGS

Priority: A

% of time: 10

Discretion: B

#### Task Statements

- A. Prepare documents related to the procurement of goods and services related to the coordination of meetings and trainings as directed and/or approved by Manager, and in consultation with Finance Division Director.
- B. Perform SWIFT documentation requirements.
- C. Maintain accurate records on the status of contracts.
- D. Perform accounting requirements pertaining to coordination of meetings.
- E. Participate in Finance and Accounting Unit meetings, as necessary, to discuss purchasing protocol and oversight, as well as coordination of BWSR purchasing activities.

#### Performance Indicators

- A. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
- B. Administrative procedures are followed.
- C. Work is completed within the requested deadline.
- D. Maintain Local Purchasing Authority Certification.

#### 4. Principal Responsibility

##### INFORMATION TECHNOLOGY COORDINATION

Priority: B

% of time: 5

Discretion: B

##### Task Statements

- A. Troubleshoot computer software and hardware issues, such as server, modem, printers, etc. and open a MN.IT ticket if necessary.
- B. Coordinate the recycling of equipment in accordance with agency and state policy.
- C. Assist with onboarding new staff in terms of hardware, software, and other IT needs.

##### Performance Indicators

- A. Knowledge of office computer systems, software and applications is current.
  - B. Regularly implement more efficient and creative uses of computer systems.
  - C. Staff and office technology is properly functioning, or fixes have been addressed and waiting resolutions.
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#### 5. Principal Responsibility

##### PROFESSIONAL DEVELOPMENT, TRAINING AND OTHER DUTIES AS ASSIGNED

Priority: B

% of time: 5

Discretion: B

##### Task Statements

- A. Attend conferences, seminars, workshops and/or trainings as directed and/or approved by the Manager.
- B. Attend and participate in programs leading to professional designation or accreditation.
- C. Other duties as assigned by the Manager.

##### Performance Indicators

- A. Current knowledge of the latest technological capabilities of software programs to enhance capabilities of assistance to staff.
- B. Additional professional designation and accreditations obtained.
- C. Completes other duties as assigned on time and correctly.

## Position Description C

Employee's Name:

PCN:

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### NATURE AND SCOPE

### RELATIONSHIPS

This position works across the agency to support agency senior and executive managers in ensuring agency operations are as efficient as possible. Communication occurs on a daily basis with staff and over the phone and through e-mail to leaders and staff around the state. Verbal and written communication is also required with personnel from other BWSR offices; professionals outside BWSR; personnel from other local, state, and federal agencies; local and state government officials; and the general public. Written communication is also necessary to assign and respond to work assignments when professional staff are away from the office. Conflicts on job assignments are resolved by the Manager

### KNOWLEDGE, SKILLS, AND ABILITIES

This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment. The person must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. The position requires ability to gain knowledge and understanding of program areas including technical terminology and program specific software programs. The position requires strong administrative skills; personal organization skills are essential in this position. The ability to manage a large number of non-related issues, deadlines, and details simultaneously is necessary. Technical skills and abilities necessary for this position include the operation and maintenance of personal computer hardware, programs, applications, and networks; printers; copy machine; FAX machine; E-mail systems; calculator; label printer; and telephone/voicemail systems. Knowledge of BWSR policies and procedures and effective use of business communication methods are all essential. Proficient in software applications such as Microsoft Word, Excel, PowerPoint, Access and Adobe Acrobat.

### PROBLEM SOLVING AND CREATIVITY

The ability to prioritize the workload to accomplish tasks by required deadlines is extremely important in this position. Creativity and flexibility is essential and is used in all aspects of office management to continually investigate and implement more efficient methods of operation. As the first contact person for many people

contacting the BWSR office, the incumbent must have the ability to translate a request for information or assistance into a responsive follow-up, such as directing phone calls to the proper person or agency or providing required information directly. The incumbent will refer to and confer with appropriate professional staff and/or Central Region Manager when problems arise beyond the authority and scope of this position.

#### FREEDOM TO ACT

This position will work with limited supervision by the Manager who will delegate major priorities. However, the professional staff are often in travel status and the incumbent of this position is expected to exercise good judgment and has a high degree of freedom to act within the authorities of this position while adhering to state laws and BWSR policies, rules, and guidelines. Generally, workdays are organized by the employee to prioritize and accomplish routine matters. This position has a great deal of latitude to act within limits. Given an assigned task, this position has the freedom to explore how it can be accomplished. A sense of good judgment and freedom to act are integral elements of this position, and it is essential that both be of superior levels.