

**Working Title: Assistant Director for Programs and Policy Development**  
**Job Class: State Program Administrator, Manager Principal**  
**Agency: Water & Soil Resources Board**

- **Job ID:** 93760
- **Location:** Various
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 04/23/2026
- **Closing Date:** 05/20/2026
- **Hiring Agency/Seniority Unit:** Water and Soil Resources Board
- **Division/Unit:** Executive Section / Programs and Policy Development Division
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes (up to 10%)
- **Salary Range:** \$49.18 - \$70.52 / hourly; \$102,687 - \$147,245 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 – Managerial Plan
- **FLSA Status:** Exempt - Executive
- [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**

This position will be assigned to the St. Paul, Bemidji, Brainerd, Detroit Lakes, Duluth, Mankato, Marshall, Rochester or Waite Park office and may have the option to telework.

This position exists to achieve the agency's mission: to work with partners to improve and protect Minnesota's land and water resources. Core functions include implementing the state's soil and water conservation policy, easement and land protection efforts, engineering services, landscape ecology, regulatory programs and related programs and activities all in coordination with the other two agency divisions. The assistant director for program and policy development oversees the conservation and protection efforts of Minnesota's water and soil resources for present and future generations by engaging in effective staff planning, program development, enforcement of state law and rules, coordination and evaluation, research and study, policy development, fiscal control, federal coordination, and state legislation development.

### **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.*

Five (5) years of experience working in public policy, planning, agriculture, natural resources or environmental program management. NOTE: A bachelor's degree in natural resources or environmental management, planning, agriculture, public administration or a related field of study may substitute for one (1) year of work experience.

Three (3) years of supervisory or managerial experience directing the work of conservation programs and staff.

Knowledge of the legislative process, procedures for writing and passing bills, committee structure and legislative protocol to recommend regulation changes and help guide proposals through the rulemaking and legislative process.

Experience in long-range and strategic planning, developing operational plans, developing procedures and directing projects.

Knowledge of government budgeting processes, including biennial budget development, proposal and administration sufficient to develop and manage a budget involving multiple funding sources.

Oral and written communication skills sufficient to clearly, concisely, and effectively communicate technical and non-technical information to varied audiences and the media.

## Preferred Qualifications

More than five (5) years of experience working in public policy, planning, agriculture, natural resources or environmental program management.

A bachelor's degree in natural resources or environmental management, planning, agriculture, public administration or a related field of study.

Experience delivering public service.

Knowledge of conservation programs and responsibilities.

## 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

## 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](mailto: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 John Jaschke at [john.jaschke@state.mn.us](mailto:john.jaschke@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](mailto: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](https://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](mailto:careers@state.mn.us) and let us know the support you need.