



# State of Minnesota Position Description

## Board of Water and Soil Resource

## Position Description A

Employee's Name:

Position Control Number (PCN): 312540

Agency/Division: Minnesota Board of Water and Soil Resources

Activity:

Classification Title: Office and Administrative Specialist, Senior

Working Title: Southern Region Manager  
Administrative Assistant

Prepared by: Sr. MGMT Team

Appraisal Period:

### 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 administrative and clerical support to the BWSR Southern Regional Manager, clean water specialists, board conservationists, and grants compliance specialist in the Mankato area office. Additional support may be assigned to other BWSR South Region Offices and staff throughout the state on an as-needed basis. This position is also to provide technical advice and work guidance to OAS staff in additional BWSR offices.

### Reportability

Reports to: BWSR Southern Regional Manager

Supervises: Performs as a lead worker to OAS staff in the region

**Dimensions:**

**Budget:** This position monitors expenditures for the Southern Region budget.

**Clientele:** Board of Water and Soil Resources Staff  
Soil and Water Conservation Districts  
Watershed Districts  
Counties  
Cities  
Local, State, and Federal Agencies  
General Public

**Position Description B**

**Employee's Name:** PCN: 312540

---

**1. Principal Responsibility**

Provide administrative support to the BWSR Southern Regional Manager to ensure regional financial, local government planning, and day-to-day managerial operations are accomplished efficiently, accurately, and in accordance with agency policy and procedure.

**Priority:** A

30% of time

**Discretion:** B

**Task Statements****A. Financial Tasks:**

1. Time tracking: Develop and maintain time tracking system and compile quarterly and annual summaries for the Regional Operations section (north, south, and central regions). Monitor completion deadlines set for staff.
2. Prepare purchase requests for Regional Manager's approval by obtaining required support documents (i.e., Special Expense Request, Internal Request for Goods & Services forms) and ensure adherence to State and agency purchasing policies and procedures. Maintain purchasing records for region.
3. Track regional vehicle usage for use in budget decisions and vehicle allocations.
4. Coordinate necessary arrangements for personnel changes and new employees in the region (i.e., computer, phone, workstation).

**B. Local Government Planning Tasks:**

1. Publish Southern Regional Committee meeting information on BWSR website.

2. Compile, review, edit, and distribute appropriate information packets for the BWSR Southern Regional Committee for water plan, One Watershed One Plan, and watershed management plan reviews and recommendations.
  3. Compile, compose, review, edit, and submit appropriate documents for the BWSR Board for water plan, One Watershed One Plan, and watershed management plan approvals. Must be submitted by deadline set by agency Executive Assistant.
  4. Provide support as needed to Agency Staff regarding regional records on local government plans.
- C. Prepare arrangements for meetings and travel, including necessary purchase orders.
  - D. Compose, review, edit, and format correspondence, reports, Board documents, etc.
  - E. Manage incoming and outgoing mail.

#### Performance Indicators

- a. Accurate and timely time tracking reports are compiled.
- b. Purchase request forms and their records are completed accurately and timely.
- c. Adherence to agency policies and procedures is maintained.
- d. Personnel confidentiality is maintained.
- e. Necessary meeting and travel arrangements are prepared.
- f. Correspondence is accurate and professional.

---

## 2. Principal Responsibility

Provide administrative and technical support to regional staff resulting in effective communications, efficient computer operations, and accurate and coordinated procedures.

Priority: A

30% of time

Discretion: B

#### Task Statements

- A. Serve as lead worker to regional Office Administrative Specialists (OAS) by providing technical advice and work guidance.
  1. Review and process regional office supply and equipment orders submitted by OAS, assisting with purchase research and decisions when needed.
  2. Develop, implement, and maintain improvements to the efficiency of daily operations in the regional offices.
  3. Provide computer support through one-on-one training for computer software and assistance on troubleshooting minor technical issues and computer software issues.
  4. Establish and maintain open communications with regional OAS.
- B. Provide administrative support to southern region professional staff.
  1. Compose, format, review, edit, and/or process correspondence, reports, forms, templates, spreadsheets, and other written materials in final form.

2. Compile information, charts, attachments, etc. that must accompany correspondence (both electronic and hard copy).
  3. Create electronic forms, templates, spreadsheets, and PowerPoint presentations.
  4. Organize necessary arrangements for BWSR staff to attend or sponsor meetings, trainings, and conferences, i.e., room accommodations, registration, catering, purchase orders, etc.
  5. Attend various conferences, training sessions, and meetings pertinent to duties.
  6. Respond to and use professional judgment to determine appropriate recipient for incoming calls; take legible and accurate messages; assist callers when appropriate.
  7. Research and respond to requests for information.
  8. Maintain office and computer supplies inventory for regional offices; order other supplies and equipment as needed.
  9. Record and distribute concise meeting minutes.
  10. Maintain and expand professional and technical knowledge by attending training.
  11. Guide staff in operation of computer software in order to effectively utilize technical functions and products.
  12. Report computer and/or equipment issues through MNIT tickets and track progress on resolution.
  13. Provide eLINK assistance and monitor and process eLINK account requests.
- C. Electronic Filing
1. Organize, design, and maintain regional electronic filing system.
  2. Develop and maintain electronic filing guidance.
  3. Collaborate, design, construct, and update an electronic records system to be consistent throughout BWSR regional offices, requiring a substantial knowledge of BWSR programs.

#### Performance Indicators

- a. Office administrative procedures implemented consistently in all offices.
- b. Appropriate supplies and equipment inventories are maintained.
- c. Administrative support tasks are performed correctly, in a timely manner, and according to state laws and BWSR rules, policies, and guidelines.
- d. Support materials are prepared in a timely manner and are of high quality.
- e. Communications with OAS and professional staff in region are effectively maintained.
- f. Meeting, training, and travel arrangements are detailed and completed in timely manner.
- g. In-person and virtual staff meetings are arranged, and staff are notified in a timely manner.
- h. Knowledge of office computer systems and applications is current.
- i. Regularly implement more efficient and creative uses of computer systems.

---

### 3. Principal Responsibility

Provide administrative support to BWSR training coordinator.

Priority: A

15% of time

Discretion: A

Task Statements



- A. Compose, format, proof, edit, and/or process correspondence, reports, and other training materials in final form.
- B. Create and track registrations for agency trainings, online and classroom.
- C. Serve on the BWSR Academy Logistics Team.
- D. Manage online registrations for BWSR Academy and other agency trainings through development of registration forms, tracking, monitoring limits, and closing sessions when capacity reached.
- E. Provide onsite support at BWSR Academy.
- F. Organize meeting arrangements, including catering and purchase orders when needed.

Performance Indicators

- a. Training activities are effectively and efficiently carried out.
- b. Registration is easy for registrants.
- c. Materials are accurate and professional.

---

#### 4. Principal Responsibility

Manage agency contacts databases so that accurate contact details are available to all BWSR staff through directories, lists, and email address books.

Priority: A

10% of time

Discretion: A

Task Statements

- A. Collect current addresses, titles, phone numbers, email addresses and other pertinent information of local government staff and board members.
- B. Maintain up to date Contact Management database for southern region.
- C. Update email address books (Microsoft Outlook) and Southern Region Board Conservationist distribution lists for local government staff.
- D. Maintain GovDelivery distribution lists for local government staff.

Performance Indicators

- a. Current and accurate information on clientele is maintained in Contact Management database.
- b. Email address books are up to date.
- c. GovDelivery distribution lists are current.

---

#### 5. Principal Responsibility

Manage Regional Agency Fleet and Office Support responsibilities to ensure safety and availability.

Priority: A



10% of time

Discretion: B

#### Task Statements

- A. Monitor Mankato Fleet use and availability for the Regional Manager, Facilities Staff, and Regional Staff.
- B. Collect and process mileage logs and expenses for Agency Facilities Staff.
- C. Monitor and supply Mankato and other Regional Fleet with appropriate safety and support equipment.
- D. Provide support to Agency Staff in vehicle maintenance needs, including scheduling general maintenance and timely repairs to maintain fleet availability.

#### Performance Indicators

- a. Agency Fleet is available for staff needs.
- b. Maintenance and repair needs are scheduled and monitored for completion.
- c. Timely submittal of fleet mileage logs and expense submittals.

---

## 6. Principal Responsibility

Maintain BWSR website so that information for public and clientele is up-to-date and easily accessible.

Priority: A

5% of time

Discretion: B

#### Task Statements

- A. Monitor “Webmaster” email account for website change requests.
- B. Process website requests accurately and efficiently, notifying requestor when completed.
- C. Contact appropriate agency staff with website content questions.

#### Performance Indicators

- a. Website change requests are processed in a timely manner, and requestor is notified of completed update.
- b. Completed with high level of accuracy.

## Position Description C

Employee's Name:

PCN: 312540

---

**NATURE AND SCOPE** (relationships; knowledge, skill, and abilities; problem solving and creativity; and freedom to act)

### RELATIONSHIPS

This position reports to the BWSR Southern Regional Manager. Communication occurs verbally and electronically on a daily basis. 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 arising over job assignments are resolved by the BWSR Southern Regional Manager.

### KNOWLEDGES, 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 regional OAS position requires strong administrative skills; personal organization skills are essential in this position. The ability to manage 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; software applications such as Microsoft Office, Adobe Acrobat, Minnesota SWIFT and program, and BWSR eLINK reporting software. Operate and maintain office equipment, including printers, copy machine, and telephone/voice mail systems. Knowledge of BWSR policies and procedures and effective use of business communication methods are all essential.

### 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 are 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 BWSR Southern Regional Manager when problems arise beyond the authority and scope of this position.

**FREEDOM TO ACT**

This position will work with limited supervision by the BWSR Southern Regional 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.