

Position: Project Analyst and Communications Specialist

Responsibility Range Level: 9

Name of Incumbent:

Agency/Department: Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Date: February 27, 2019

Reporting to: LCCMR Director

Primary Objective: To assist the Legislative-Citizen Commission on Minnesota (LCCMR) with its proposal and funding process and its project oversight responsibilities by developing and enhancing information through research, work program and natural resource analysis and evaluation. (See MS 116P)

Responsibilities & Tasks, Estimated % of time

1. 25% PLAN – Strategic planning for Minnesota natural resource expenditures, primarily from the Environment and Natural Resources Trust Fund (ENRTF).

- Research and analysis of emerging and current natural resource issues in Minnesota and other regions.*
- Develop activities and background for LCCMR members, legislators and other legislative staff to understand natural resource issues.
- Develop and participate in field fact-finding trips, program reviews, hearings, interviews and presentations by natural resource experts; summarize and analyze findings.
- As part of a team, assist with development of strategic planning sessions for LCCMR members for expenditures of funds.
- Consult with agency staff, university researchers, and other outside advisors for background information and presentations to the LCCMR.
- Assist in planning and conducting information sessions for citizens and legislators.
- Assist with content for official website and various communication methods.
- Analyze project information using an understanding of various state, local, and federal government programs, plans, laws, rules, and administration. *
- Provide research data, project data, and programmatic information and analysis for members.*

2. 15% ALLOCATE – Assist the LCCMR in making recommendation for \$50 Million (current) annually for natural resource projects statewide, using various funding source primarily the ENRTF.

- Assist with development of the Request for Proposal (RFP) based on strategic planning.
- Assist potential proposers in development of ideas and proposals to LCCMR.*
- Assist in development and participate in proposal review process for over 250 (current) proposals a year by staff with criteria adopted by LCCMR.*
- Assist in the design and facilitation of a proposal review, hearing, and selection process for LCCMR members.
- Conduct additional research into natural resource problems and programmatic solutions.
- Assist LCCMR members and the legislature, with direction from director, as well as general public and interest groups, agency staff, and media to understand the LCCMR process and related legislative process.*

- Assist with development of presentation materials to be used for guiding recommendations of the LCCMR through the legislative process.

3. 25% MONITOR – Assist in monitoring all funded projects (currently >300 projects ranging from \$30k to \$13.5m) to evaluate progress, ensure fiscal compliance & outcomes achieved, and glean findings for future planning and policy consideration

- Assist project managers in developing their work plans for presentation to and approval by the LCCMR.*
- Assist with monitoring of projects and work plans on a regular basis to evaluate progress, fiscal compliance, achievement of outcomes, and to gather findings.*
- Communicate with project managers and others in the field in order to assess progress, help the project be successful, and to provide understandable and useful project status reports.*
- Consult with executive branch liaisons and grants management staff on collaborative efforts and project oversight.
- Facilitate discussion and solutions relating to project budget or performance issues; develop recommendations for any LCCMR staff or commission action needed.
- Understand and apply knowledge of fiscal and administrative procedures across the spectrum of entities including state, local, federal, University, and private nonprofits.
- Assist in project monitoring process improvement, including work plan reporting procedures, conducting assessments and site visits, collecting and analyzing data, documenting results, identifying and discussing implications of projects, identifying issues, recognizing and solving problems.*
- Report on project results to LCCMR members, legislature, general public and interest groups, agency staff, and media.*

4. 20% COMMUNICATIONS and OUTREACH-- Develop and implement communications/outreach plan and related activities to keep a variety of audiences (e.g., project proposers, legislators and legislative staff, members of the public, media) actively informed about the LCCMR process, the Environment and Natural Resources Trust Fund, and the outcomes and accomplishments of funded projects

- Write, produce, design, edit, and maintain print, online, and multimedia communications, publications, and other materials (e.g., ENRTF website, news releases, newsletter, social media, legislative materials, project photos and videos)*
- Primary staff liaison with the Minnesota State Lottery, including coordination and implementation of collaborative efforts.*
- Collaborate with project managers on communications and outreach efforts pertaining to their ENRTF-funded projects and programs.*
- Assist media people to develop sufficient and accurate background knowledge on procedures and products of the LCCMR.*

5. 15% ADMINISTRATIVE – Assist with office administration, including grants management system.

- Contribute to planning and execution of commission meeting activities.*
- Assist with implementation of system training for staff, members, project managers, and proposers.*

All of the above activities are conducted with a team approach with primary responsibility shifting depending on the resource issue, timing, etc.

Performance Indicators:

- Completion of tasks assigned
- Initiative to carry out above work
- LCCMR members participating in the process to the best of their ability to enhance statewide natural resource expenditures and outcomes
- Project proposers and managers being able to complete the objectives of their projects and communicate their achievements
- Identification and successful resolution of any monitoring and compliance issues
- Compliance with LCCMR policies, standards, and procedures
- ENRTF projects and accomplishments are well understood by interest groups, the public, and the legislature through accomplishment reporting and implementation of a communication plan

Budget Responsibility:

There is no direct budget responsibility for this position. For the upcoming biennium, the staff is responsible for general oversight of LCCMR projects totaling approximately \$180 million.

Supervisor Responsibility: None

Indirect Supervision: None

Scope of Relationships

- Regular contact with: State, local and regional agency staff (all levels of government) project managers (private and public agencies), legislative members and staff, general public, lobbyists.
- Regular contact with representatives from the media sector
- Regular contact with project managers on project oversight
- Respond to inquiries; provide material for committees related to the LCCMR activities and recommendations.
- Specific committee contacts: Environment Policy and Finance of both houses.

Decision Making & Impact of Error

A high level of autonomy based on knowledge of task and issues. Responsibilities are usually assigned and discussed as a team. Decisions or actions are relayed or reported to other staff as appropriate. Final decisions and review made by the director.

Impact of error is credibility and ability to perform in the future. Error is dealt with and resolved to avoid unnecessary consequences.

Working Conditions/Physical Demands

Generally normal office. Long all day and into evening meetings are also occasionally required. Field trips and site visits around the state are occasionally required. Field work ranges from long driving, sometime with overnight out of town stays, to boating, canoeing, challenging walking in forested or wetland conditions, and clambering around construction sites. Loading of vans with heavy notebooks and other field equipment needs.

Minimum Qualifications:

- Bachelor's degree in environmental sciences, natural resources, communications or a related field and three years of relevant experience or a Master's equivalent degree and one year of relevant experience.
- Demonstrated knowledge of environment and natural resources management.
- Demonstrated experience in program and project planning and management.
- Excellent verbal and written communication skills
- Demonstrated ability to work collaboratively
- Ability to keep apprised of emerging natural resource issues, industry, and technology.
- Ability to analyze complex, technical aspects of natural resource issues and make recommendations on competing interests. Issues range from scientific research to trail building.

- Ability to work in a nonpartisan manner in a political atmosphere
- Ability to work in a confidential manner
- Ability to manage multiple projects simultaneously and adapt to competing demands in a constantly changing environment
- Strong computer skills and demonstrated competency using MS Excel, Word, Powerpoint, and Adobe Photoshop, Publisher or InDesign
- Strong customer service and organizational skills
- Must be able to read scientific and technical reports and identify critical take-aways.
- Must be able to write in an accurate and engaging style to a broad public audience.
- Proven proofreading and editing skills and strong command of English language, grammar, usage
- Demonstrated ability to write about science
- Experience with traditional and social media strategy and implementation
- Ability to create appealing design and content for brochures, booklets, presentations and reports.
- Website design and content development

Desired Qualifications:

- Knowledge of government planning, budgeting
- Experience working in the legislative process.
- Experience with strategic planning
- Experience reviewing and evaluating grant proposals
- Experience with academic research
- Knowledge and skill with basic HTML

***Denotes Essential functions under the ADA.**