

Working Title: Grant Monitoring Specialist

Job Classification: Project Analyst

Job Grade Level: 8

Reporting to: Assistant Director

Date: April 16, 2025

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. 50% GRANT MONITORING – Assist in monitoring all funded projects (approximately 450 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. *
- Monitor projects and work plans on a regular basis to evaluate progress, fiscal compliance, and 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 ensure project status reports are understandable and useful.*
- Consult with grants management staff on collaborative efforts and project oversight.
- Facilitate discussion and solutions relating to project budgets or performance issues.
- 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, and recognizing and solving problems.*
- Report on project results to LCCMR members, the legislature, the general public and interest groups, and agency staff.*

2. 15% RESEARCH and PLAN – Planning for Minnesota natural resource expenditures, primarily from the Environment and Natural Resources Trust Fund (ENRTF)

- Provide research data, project data, and programmatic information and analysis for LCCMR members.*
- Analyze project information using an understanding of various state, local, and federal government programs, plans, laws, rules, and administration. *
- Research and analyze emerging and current natural resource issues in Minnesota and other regions.*
- As part of a team, assist with development of strategic planning sessions for LCCMR members for expenditures of funds (once every 5-6 years).

- 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 LCCMR members.
- Assist with content for official website and various communication methods.

3. 20% ALLOCATE – Assist the LCCMR in making recommendations for approximately \$100 million annually in funding, primarily from the ENRTF, for natural resource projects statewide

- Assist with the development of the Request for Proposal (RFP) based on strategic planning.
- Assist potential proposers in development of ideas and proposals to the LCCMR.*
- Assist with proposal review process for approximately 200 (current) proposals a year using criteria adopted by the LCCMR.*
- Help facilitate proposal review, hearing, and selection process for LCCMR members.
- Assist LCCMR members and the legislature, with direction from director, as well as the general public and interest groups, agency staff, and media to understand the LCCMR process and related legislative process.*

4. 15% ADMINISTRATIVE – Assist with office administration

- Contribute toward the planning and execution of LCCMR meetings*
- Assist with preparing meeting and other materials for the website, including ensuring documents meet ADA accessibility guidelines.

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

Budget Responsibility

This position does not have any direct budget responsibility. The staff is responsible for general oversight of LCCMR projects totaling approximately \$415 million for the current biennium.

Supervisor Responsibility

This position does not directly supervise staff

Scope of Relationships

Regular contact with local, regional, and state agency staff (all levels of government), representatives from public and private organizations, legislative members and staff, lobbyists, and the general public. Regular contact with project managers on project oversight.

Decision Making & Impact of Error

This position involves 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

Occasionally working longer hours is required, including all day and/or evening meetings and on weekends, especially during the legislative session and commission meeting days. Flextime is available

to accommodate these hours. Field trips and site visits around the state occasionally occur. This may include long drives, overnight out-of-town stays, boating, canoeing, hiking, and clambering around construction sites. Some lifting and moving of meeting and field trip materials and equipment up to approximately 25 lbs. is occasionally needed.

Appointment:

Benefits eligible, unclassified position

Minimum Qualifications:

- Bachelor's degree in environmental sciences, natural resources, business administration, 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
- Experience with grantmaking, grant writing, or grant administration
- Demonstrated experience in program and project planning and management
- Excellent verbal and written communication skills with proven proofreading and editing skills
- Demonstrated ability to work both collaboratively and independently
- Ability to keep apprised of emerging natural resource issues, industry, and technology
- Ability to analyze complex, technical aspects of natural resource issues, ranging from scientific research to trail building, and make recommendations on competing interests
- Ability to work in a confidential, nonpartisan manner in a political atmosphere
- 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, and PowerPoint
- Strong customer service and organizational skills
- Ability to read scientific and technical reports and identify critical take-aways.

Desired Qualifications:

- Knowledge of government planning, budgeting
- Experience working in the legislative process
- Experience with one or more of the following: environmental education, park & trails planning and development, or scientific peer review

***Denotes essential functions under the ADA.**