

Job Title: Director, Legislative –Citizen Commission on Minnesota Resources (LCCMR)

Job Grade Level: 13

Job EEO Code:

Unclassified service

Name of Incumbent:

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

Date: July 10, 2017

Reporting to: 3 Co-Chairs

Approved By Director: (Signature)

Primary Objective:

Manage the process for the LCCMR to support the Legislature in funding natural resource projects from the constitutionally-created Environment and Natural Resources Trust Fund. This allocation of about \$50,000,000 a year is recommended by a legislative-citizen commission to the legislature on an annual basis. The Director is responsible for seeing that this is accomplished by the staff in a non-partisan fashion. Ensure the purposes of the Trust Fund are honored by providing a judicious combination of stability and innovation in programs supported by the Trust Fund.

Responsibilities & Tasks:

% of time

1. Plan 15%

Supervise strategic planning for Minnesota natural resources.

Provide suitable opportunities for all LCCMR members to understand natural resource problems and perspectives and the special role played by the LCCMR including:

- Fact-finding field trips, program reviews, desk audits, hearings, interviews, and presentations by national experts
- Plan and conduct information sessions for citizens and legislators
- Use available resources in innovative ways to determine priority natural resource needs
- Consult with teams of technical advisors as needed for background information
- Provide Strategic Planning Sessions for the LCCMR that will lead to an appropriate Plan and published request for proposals (RFP)

2. Allocate 40%

Guide the LCCMR in making recommendations for approximately \$50 million annually for natural resource projects all over the state, develop, recommend and implement the form and content for the annual Request for Proposals (RFP)

- Determine operating rules for grant making
- Design proposal review process for staff

- Convene a scientifically qualified peer review panel to comment on improvements necessary for research projects
- Employ a combination of the skills of legislative analysts, fiscal analysts and facilitators
- Design a selection and hearing process for the LCCMR members
- Support the Commission's recommendations through the Legislative process and Governor's signature into law
- Testify before standing committees of the Legislature as necessary
- Conduct additional research into problems and programmatic solutions
- Negotiate solutions among legislators, constituencies and lobbyists

3. Monitor 40%

Monitor all projects funded to ensure fiscal compliance, to glean important findings for future planning and policy considerations and to maintain accountability for the actions and progress of funded programs

- Oversee the development of project work programs, procedures and reporting through working collaboratively with grantees
- Develop and refine work program formats and reporting regimes.
- Determine policy and procedures for program oversight
- Determine operating rules for spending the appropriations
- Determine appropriate rules for contracting between state and non-state entities for these appropriations
- Present work programs for LCCMR approval after analysis and negotiation in the expected results of allocations
- Independently approve changes to work programs during a project life
- Oversee and review progress on projects
- Develop working knowledge of fiscal and administrative procedures across the spectrum of entities including state, federal and University procedures as well as the realm of non-profit (non-governmental) organizations
- Consult with executive agency program administrators on current budget programs and collaboration with LCCMR projects
- Terminate projects that are not successful for various reasons,
- Negotiate turn back of money or property, and institute proceedings for formal audits as necessary (2 or 3 per year estimated)
- Report on project results using various means of communications to: LCCMR members, legislature, general public and interest groups, web page, newsletter, seminars, hearings, field trips, interagency review sessions and numerous public speaking engagements each year. Help media people develop sufficient and accurate background knowledge on procedures and products of the LCCMR.

4. Administrative duties

5%

- Recruit, hire and train well-qualified staff who will fit into a small close working team work environment
- Ensure all staff behaves in a non-partisan fashion in order to retain the highest level of confidence and respect from all elected and appointed officials and staff
- Encourage staff to seek training opportunities for job improvement.
- Review performance and determine salary adjustments, discipline, and promotion.
- Develop and manage the administrative budget necessary to support all of the work of the Commission
- Allocate and reallocate financial resources as necessary
- Implement budget decisions including approval of salary increases, purchases and contracts
- Monitor budget performance and make adjustments as needed

Performance Indicators: Achieve timely completion of a process to provide recommendations to the legislature each session. Assist members in achieving legislative adoption of LCCMR appropriation recommendations each legislative session.

Budget Responsibility: \$50 million annually, plus work program oversight on bonding or other programs, including administrative budget of approximately \$1.2 million per biennium.

Supervisor Responsibility: Supervises two professional and one administrative support staff. One position, the Assistant Director, is vacant. Note: The LCCMR staff operates under an intense team culture with ultimate responsibility retained by the Director.

Scope of Relationships: Governor and staff; Commissioners and deputies of agencies in the Executive Branch; All 201 legislators with particular emphasis on leadership positions, policy committee chairs and fiscal committee chairs; direct testimony and interaction with Committees on Finance, Appropriations, Natural Resources; members of Congress and staff, Directors and their upper level staff of Federal Executive branch agencies; CEO's of non-profit and profit corporations, members and officers of non-profit organizations around the state who are interested in the environment, University of Minnesota and branches, Office of the President, Executive leaders of the Office of Research Administration, Deans of Colleges and their staff ; all electronic and print media.

Decision Making & Impact of Error

As the chief executive, 10% of time carries out routine policy as established by the Commission; 80% of time independently creates new policy and procedure; 10% of time refer to Co-Chairs or Executive committee for guidance in creating new policy or

procedure. As the leading spokesperson for the Commission, the impact of errors is far reaching because the errors would be printed and broadcast to general audiences with little opportunity afterward to set the record straight. Erroneous information given to legislators and staff would lead them to take action or policy positions based upon the error. Errors could also severely affect the expenditures of \$50 million per annum.

Shared or Primary Decision-Making: Primary 90%, of which 80% is primary innovative decision making and 10% routine based upon previously created policy; 10% advisory based decision-making (consultation). Team culture dictates extensive consultation.

Working Conditions/Physical Demands: Data collection and analysis for planning and program monitoring often requires field work ranging from long driving, sometime with two or more overnight out of town stays, to boating, canoeing, challenging walking in forested or wetland conditions, and clambering around construction sites *

Minimum Qualifications: Relevant Bachelor's degree and 7 years of experience or relevant Master's degree and 5 years of experience. Relevant experience includes upper level managerial and administrative leadership responsibility in a non-partisan environment. Strong project management and communication skills

Desired Qualifications: 10 years or more of leadership responsibility, involving natural resource decision making and analysis.

Advanced degree in natural resource field, public administration, or related fields. Public sector grant review and management experience. A demonstrated commitment to the protection and enhancement of Minnesota's natural resources a plus.

***Denotes Essential functions under the ADA – see guidelines on essential functions.**

(Distribution of copies – employee, supervisor and Human Resources).