



JOB DESCRIPTION

POSITION TITLE: Grant Program Specialist

CLASSIFICATION TITLE: Technical Specialist II (Exempt)

GRADE LEVEL: 5

DATE: January 2024

PRIMARY OBJECTIVE:

The Grant Program Specialist leads the Stewardship Grant Program. This may include review, evaluation, and implementation of grant applications as well as project coordination and assisting grantees. The Grant Program Specialist may also be responsible for coordinating or supporting the inspection and maintenance of District-owned or grant funded green infrastructure.

MAJOR AREAS OF ACCOUNTABILITY:

The following is to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Coordinate and support all aspects of the District's Stewardship Grant Program. Essential tasks will be to conduct periodic review of grant program policies, evaluate success of programs, and provide recommendations on how to improve programs. Work will also include grant program promotion and outreach, conducting site visits, reviewing plans, coordinating with grantees, updating the District's project database, and providing monthly updates to the District's board of managers.
- Conduct and/or evaluate results of annual BMP inspections of grant funded BMPs and provide technical assistance to grantees. Responsibilities may include coordinating annual inspections with grantees, reporting results, and providing maintenance recommendations to grantees.
- Coordinate the planning, design, and construction of rain garden projects or other BMPs with partners as opportunities arise, which may include municipal street reconstruction projects, ROW utility work, and shoreline restoration projects. Responsibilities include

property owner and municipal partner coordination and communication, assisting with BMP siting, design review, and construction oversight.

- Complete updates to the District's project database and cost/benefit analysis spreadsheet to support District programs and projects.
- Produce a BMP maintenance newsletters to send to past stewardship grant recipients six times per year.
- Serve as the Landscape Ecology Award Program (LEAP) Team staff liaison. Duties include assisting with identifying potential sites to nominate, organizing, and leading LEAP site tours, and assisting with ordering and creating program related materials.
- Reviews literature, attends meetings, conferences, and seminars to maintain or improve knowledge and training.
- Participates on outside committees for the District as requested to gain insight and knowledge for the District's benefit and provide visible presence of the District in various agencies and projects.
- Perform other responsibilities as apparent or assigned.

EDUCATION AND EXPERIENCE

This position prefers a candidate with a bachelor's degree and a minimum of three (3) years professional work experience in the field of water resources, watershed management, landscape design, or similar. An equivalent combination of relevant education, certifications, and experience will be considered.

ADDITIONAL SKILLS – REQUIRED

- Knowledge of and working experience with MN native plants, green infrastructure and stormwater BMP planning, design, construction, and operation and maintenance.
- Ability to analyze technical data and write technical reports and memos and be able to relay that information to the public.
- Ability to review and interpret construction drawings, diagrams, and specifications.
- Familiarity with local, state, and federal stormwater programs and regulations.
- Ability to work successfully in both independent and team settings.
- Ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, city and agency staff, and other stakeholders of the District in contributing to a productive results-oriented climate.
- Ability to demonstrate proficiency in computer programs necessary to do the job such as Microsoft Office.

ADDITIONAL SKILLS - PREFERRED

- Familiar with public process in government, watershed based planning and urban/suburban demographics.

POTENTIAL RESPONSIBILITY FOR SUPERVISION

Volunteer groups, consultants and contractors, seasonal intern

RESPONSIBILITY FOR PUBLIC CONTACT

High level of public contact requiring tact, courtesy, and good judgement.

SPECIAL REQUIREMENTS

- Comfortable working in the field in varying conditions.
- Maintain a valid driver's license. Access to a vehicle for periodic business use is preferred, but not required. Reimbursement for vehicle use will be provided on a mileage reimbursement basis.
- Work occasional weekends and evenings.
- Must comply with all provisions of the District employee handbook.

No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, sexual orientation, disability, marital status, familial status, or status with regard to public assistance.