

# State of Minnesota Position Description

## Position information

Employee name: \_\_\_\_\_ Position control number: \_\_\_\_\_  
Working title: eLINK Coordinator Classification: Management Analyst  
Unit name: Grants 4 Supervisor name: Adam Beilke  
Section name: Land and Water Manager name: Adam Beilke  
Division name: Central Region Office location: \_\_\_\_\_  
Previous incumbent: \_\_\_\_\_ Activity: \_\_\_\_\_  
Prepared by: Marcey Westrick

## Signatures

**By typing/signing this form, you confirm that this position description accurately reflects employee's current job.**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(This document has been electronically signed.) (This document has been electronically signed.)  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Position purpose

This position is recognized as the agency lead and expert in the coordination of the agency's grant management database (eLINK) usage across the State. eLINK is the BWSR enterprise-wide system for housing data from grants from multiple BWSR programs across the agency. The position is responsible for developing business-side solutions for multiple agency programs and includes coordinates meetings, timelines, budgeting, process improvements, vendor relations and will work in collaboration with Minnesota Information Technology (MNIT) staff and local government partners.

## Reportability

**Reports to:** This position reports to the Unit supervisor.

**Supervises:** No direct supervisory authority. This position provides project/program leadership and coordinates project teams, providing guidance and direction to internal teams.

## Dimensions

**Budget:** This position works to maintain the purchase order for eLINK maintenance and licenses. This position maintains interagency agreements. There may be additional contracting requirements for special services, training and modifications throughout the year. Working with vendors on bids and negotiating pricing.

**Clientele:**

Principal clientele includes BWSR staff and board; other state agency staff include MNIT; federal and state government representatives; board and staff of counties, soil and water conservation districts, watershed districts, watershed management organizations, cities, and townships; project managers for local water plans.:

## Principal responsibilities, tasks, and performance indicators

1. **Serving as agency expert and lead on program needs, coordinate internal business-side analysis and implementation activities related to eLINK including updates and maintenance of the system.**

Priority:   A   Percentage of time:   55%   Discretion:   A  

- a. Lead, coordinate, , and facilitate regular meeting with designated ELINK users and data partners to oversee program and project needs.
- b. Facilitate problem identification and resolution through communication. Maintain a tracking system. Oversee the resolution and closure of issues.
- c. Develop long-term strategies for the ongoing use, improvement, and streamlining of ELINK and other BWSR applications.
- d. Manage integration of ELINK with other systems/programs and manage the data flow from BWSR programs.
- e. Oversee ELINK contract and budget, including interagency contract or Memorandums of Understanding with MN\_IT staff.
- f. Work with staff on ELINK process improvements.
- g. Communicate changes, issues, process improvements to the appropriate staff.
- h. Develop and maintain internal and external guidance and ELINK webpages.
- i. Ensure ELINK is used consistently through all BWSR and State of Minnesota programs.
- j. Coordinate with MN\_IT staff to ensure roll out, communication of updates and issues.
- k. Identify training needs of staff working with ELINK and plan for assistance and training. Provide or coordinate trainings.

**Performance measurements:**

- a) Project milestones developed in conjunction with supervisors and management are met.
- b) Work with MN\_IT to ensure contracts are in effect in a timely manner.
- c) ELINK users are updated on events, issues and problem resolution with clear and effective communication.
- d) Problems that arise are tracked, managed and resolved in a timely fashion.
- e) Management is informed of issues and improvements.
- f) The ELINK products have the functionality the ELINK users need.

**2. Serve as liaison with MN.IT to coordinate ELINK activities, including projects, updates, rollouts, etc.**Priority:   A   Percentage of time:   20%   Discretion:   A  

- a. Communicate BWSR needs and coordinate solutions to issues as liaison to MN.IT.
- b. Manage repair or version issues with eLINK including business-side user interface testing and troubleshooting.
- c. Manage contracting with MNIT and eLINK.
- d. Work with the Grants Coordinator to develop and modify grant management procedures and protocols to maximize efficiency and effectiveness.
- e. Produce status and summary reports and analyze data as requested and necessary for program management and accomplishments.
- f. Prepare and provide grant program reports and summaries for clientele, legislative reports or hearings, and budget narratives.
- g. Coordinate with other state agencies regarding efficient and effective use of grants management application and provide oversight over existing contracts with other agencies, and/or work with supervisor to develop new contracts for effective use of the system.

**Performance measurements:**

- a) Meetings held are productive and the appropriate staff attend for the desired outcome.
- b) Information is ready for the contract to be in place.
- c) ELINK users are updated on events, issues and problem resolution with clear and effective communication.

**3. Communications and Training. Provide external program communications and training to clientele for the efficient and effective delivery and implementation of Agency database applications**Priority:   A   Percentage of time:   15%   Discretion:   A  

- a. Develop and implement statewide training program for system use.
- b. Promote, coordinate with, and provide training and demonstrations to other agencies regarding use of BWSRs grants management database application.
- c. Coordinate with BWSR program managers to develop program-specific system training and guidance as required.
- d. Respond to questions and problems of clientele in regard to application use.

**Performance measurements:**

- a) Statewide training program developed and implemented.
- b) All work incorporated customer focus techniques.

**4. Perform tasks and responsibilities as required or assigned by leadership so that goals and objectives are met.**Priority:   A   Percentage of time:   5%   Discretion:   A  

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- a. Participate in special projects or on special committees, as directed bringing expertise, talent, and energy.
- b. Serving as subject matter expert, actively participate in the agencies Continuous Improvement agenda and bring awareness to processes and programs with a potential for improvement.

**Performance measurements:**

- a) Complete tasks in timeframe requested.
- b) Due dates are completed within the assigned timeframe 95% of the time.

5. **Professional development and training.** Attend and participate in educational programs and trainings to expand or develop knowledge, skills, and abilities so that the tasks performed will be maintained and improved.

Priority:   **B**   Percentage of time:   **5%**   Discretion:   **A**  

- a. Identify and attend conferences, seminars, workshops, and/or trainings to increase knowledge and stay current on latest technological capabilities and tools.
- b. Share information and updates with other agency staff to improve business practices as identified through training.

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**Nature and scope** (relationships; knowledge, skills, and abilities; problem solving and creativity; and freedom to act)

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**Relationships**

The incumbent of this position serves as agency program and subject matter expert and is responsible for developing and ensuring the efficient and effective implementation of the BWSR grant management application. This position is responsible for ensuring system effectiveness in partnerships with clientele; therefore, the incumbent must establish effective working relationships with partners in order to address goals and determine changes necessary to better meet agency needs. This position requires considerable oral and written communication with BWSR staff and a high level of human relations skills.

This position reports to the Land and Water Supervisor. Communication with the supervisor is maintained by frequent informal conversations, unit staff meetings, section staff meetings, and evaluation of the position's annual plan of work.

**Knowledge, skills, and abilities**

## Knowledge of:

- Expert knowledge of BWSR reporting applications and databases.
- Laws, rules, and policies pertaining to grants in general and to specific fiscal program parameters of natural resource conservation programs.
- Knowledge of rules, policies, and procedures as they pertain to administration and disbursement of state grant funds.
- Knowledge of significant technological opportunities and limitations that may impact the system.
- Knowledge of technical terms related to application development and full stack systems.
- Qualitative and quantitative analysis sufficient to evaluate grant program results and to critique the analytical methods and results of program operations.

## Skill in:

- Relationship management and coalition building sufficient to develop and maintain constructive partnerships with diverse interest groups; lead individuals and groups with differing perspectives toward common agency goals.
- Negotiation and consensus building sufficient to bring entities with differing interests and needs together.
- Evaluation of program results to assure work quality and continually improve work processes with strong awareness of most immediate and sustained effects on customers.
- Presenting, discussing and explaining complex or controversial matters in a professional manner.
- Facilitation of stakeholder groups.

## Ability to:

- Ability to motivate, influence, persuade, understand and work collaboratively with others.
- Lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made.
- Communicate orally and in written documents in a clean, concise, and informational manner.
- Analyze, interpret, and evaluate alternatives and consequences of impacts of proposed statutes, rules and policy.
- Apply principles of user-centered design
- Ability to interface with technical and non-technical stakeholders.
- Work independently without close supervision.

## **Problem solving and creativity**

Because of the high degree of independence and autonomy of this role, the incumbent needs a mix of high level problem-solving abilities and skills, particularly as it relates to accessing, collecting, analyzing, manipulating, testing, sharing and transmitting data to meet program requirements; and to be able to develop creative solutions and carry them out to execution. The employee will design and recommend methods and procedures for ensuring that each area of eLINK uses common practices, definitions and approaches to data entry, retrieval and reporting. The employee must have the ability to create systems that will make every effort to ensure consistency, accuracy, efficiency and adherence to data privacy policies among system users. Problem solving processes will be required to develop, organize and test a wide range of information. Data produced and analyses made by the incumbent will be relied upon as the basis for management decisions.

The incumbent must be able to address a variety of other priorities and problems as they arise. Tasks such as responding to eLINK program issue require the ability to act promptly. The individual must have good time management skills and the ability to coordinate and balance the work of many projects. Employee must be able to recognize conflict and apply appropriate dispute resolution techniques to achieve program mandates and objectives. Where problems are unique or require policy change, the incumbent will request direction from the supervisor.

The employee will also utilize their expertise and knowledge to give recommendations to agency management.

## **Freedom to act**

The incumbent will have considerable latitude in determining which issues to resolve and which to refer to the Land and Water Supervisor or another team member or team for decision, considering the specific type of problem and time constraints. Therefore, the incumbent must be able to work independently, apply management vision and values to his/her decision-making, seek clarification or resources when needed, and be accountable to customers and management for quality service.

Although the incumbent has considerable freedom to act, that freedom is bound by federal and state laws, rules, regulations, value, vision, and priorities set by or with management