

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Federal Funding Implementation External Relations Coordinator - State Prog Admin Coordinator

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

State of Minnesota St Paul, Minnesota, United States Hybrid

Working Title: Federal Funding Implementation External Relations Coordinator

Job Class: State Program Administrator, Coordinator

Agency: Mn Management & Budget

- Who May Apply : Open to all qualified job seekers
- Date Posted : 02/01/2024
- Closing Date : 02/21/2024
- Hiring Agency/Seniority Unit : Mn Management & Budget / Mn Mgmt & Budget - MAPE
- Division/Unit : Federal Funding Implementation
- Days of Work : Monday - Friday
- Travel Required : No
- Salary Range: \$35.13 - \$52.25 / hourly; \$73,351 - \$109,098 / annually
- Classified Status : Classified
- Bargaining Unit/Union : 214 - MN Assoc of Professional Empl/MAPE
- FLSA Status : Exempt - Administrative
- Telework Eligible : Yes - This position will have the flexibility to telecommute, work a hybrid schedule or work in the office. The incumbent will be required to complete a telework agreement. The incumbent may be expected to work a portion of their time in the office.
- Designated in Connect 700 Program for Applicants with Disabilities (<https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/>):
Yes

Make a difference in the lives of Minnesotans.

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

This position has responsibility for coordinating statewide efforts to maximize federal funding, with a focus on the Infrastructure Investment and Jobs Act (IIJA), the Inflation Reduction Act (IRA), and the CHIPS Act. This position leads work and acts as an advisor to the commissioner, state budget director, enterprise director for federal funding implementation, the Governor's Office and state agencies across the enterprise in the development of an interagency and multi-government strategy and plan to coordinate federal funding efforts and identify needs for greater success. This position supports ongoing statewide federal funds management work by analyzing the availability of federal funds and identifying opportunities to improve the coordination, implementation, and impact to state programs. Additionally, this position represents this effort to key stakeholders. Success requires visionary leadership; building and maintaining relationships with state agency leaders, Governor's office staff, state legislators and staff, local government leadership and staff, tribal partners, and other stakeholders; guiding the work of staff from other state agencies, and external stakeholders; and applying technical expertise.

This position will focus most of the time on connecting entities across Minnesota with opportunities, working hand in hand with the Federal Funding Implementation State Agency Coordinator and Federal Funding Implementation Analyst.

Minimum Qualifications

At least 5 years of professional level experience

- A Bachelor's degree in a related field may substitute for one (1) year of professional level experience.
- A Master's degree in a related field may substitute for eighteen (18) months of professional level experience.

Examples of related degrees: economics, political science, public policy, public administration, business, planning, mathematics, statistics, social or physical sciences.

Experience Must Include

- Governmental programmatic and legislative processes sufficient to demonstrate political astuteness to support current programs, coordinate complicated program initiatives, plan for contingencies and establish working agreements and priorities.
- Project management skills, including the ability to develop work plans and effectively organize projects with others, establish goals and timelines, clarify mutual expectations, and evaluate results.

- Public policy and administration principles sufficient to design, implement, and evaluate public program reporting systems and identify and manage opportunities for collaboration.
- Use of word processing, presentation, and spreadsheet software such as Word, PowerPoint, and Excel.
- Problem solving skills sufficient to identify issues as they arise, propose new and innovative solutions, advise others, and evaluate implementation of solutions.
- Attention to detail and the ability to produce dynamic, error-free work and identify opportunities for improvement in others' work.
- Working as a team with various levels of staff to achieve success while proactively looking to build the skills of other team members.

Preferred Qualifications

- Experience with group facilitation methods to convene diverse groups and foster collaboration in culturally appropriate ways.
- Subject matter expertise in policies or administration of public program operations.
- Ability to initiate, lead, and complete projects independently.
- Familiarity with and/or experience with the IJJA, IRA, or CHIPS act.
- Experience working with organizations in one or more of the following areas: local governments, tribal nations, transportation/transit focused issues advocacy organizations, environmental justice focused issues advocacy organizations, or higher education.
- Experience working with multiple geographic regions and communities, including urban, rural, and tribal communities in Minnesota or elsewhere.
- Racial and social equity experience and/or training along with a demonstrated ability, or growth capacity, to participate in conversations about race and equity, as well as identify opportunities to integrate equity initiatives into your work.

Additional Requirements

Minnesota Management and Budget will conduct reference checks to verify job-related credentials and a criminal background check prior to appointment.

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expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us . Please indicate what assistance is needed.