

Lessard-Sams Outdoor Heritage Council

Job Title: Commission Assistant

Job Range Level: 4

Career Track: First in a series of three career track positions (Levels 4-6)

Office: Lessard-Sams Outdoor Heritage Council

Date Created: February 8, 2017

Date Revised: June 11, 2024

Reporting to: Executive Director, Lessard-Sams Outdoor Heritage Council

Approved by: Executive Director

Appointment: 1.0 FTE

Primary Objective: The purpose of this position is to provide administrative support to the Lessard-Sams Outdoor Heritage Council and council staff. The Lessard-Sams Outdoor Heritage Council (LSOHC) is a 12-member citizen and legislative council that makes recommendations to the Minnesota Legislature for use of approximately \$100 million annually from the Outdoor Heritage Fund (OHF). It is essential that all staff lead in a non-partisan fashion to ensure that the purposes of the Outdoor Heritage Fund are implemented as intended by the Minnesota Constitution.

Responsibilities & Tasks:

1. Staff LSOHC meetings & hearings. * (est. 15% of time)

- Coordinate all meeting materials including ensuring materials meet state accessibility standards, posting on LSOHC webpage, printing, assembling meeting packets, etc.
- Make all arrangements for the procurement of rooms for hearings and meetings.
- Communicate with Councilmembers, staff, presenters, etc. regarding meeting time, location, presentation logistics, travel arrangements, parking, etc.)
- Maintain database and distribution lists (list serv) of interested parties so that they will receive notices and other public information of the council promptly.
- Submit meeting information to House and Senate calendar.
- Assist in all travel arrangements for council meetings, including food, lodging, transportation, and other travel necessities.
- Process all per diem and expense reimbursement for council members.
- Assist in ensuring that the Open Meeting Law (MS 13D) is implemented and complied with for all council activities.
- Coordinate/administer virtual staff meetings (Zoom, Teams, etc.) and hybrid Council meetings and ensure smooth participation for those attending the meeting remotely. Work with LCC tech to coordinate streaming of hybrid Council meetings.
- Monitor agendas and schedules of other committees, councils and commissions.

2. Maintain complete and accurate electronic and paper files of all documents presented to and acted on by the council. * (est. 10% of time)

- Provide for A/V recording of the proceedings of meetings and hearings and ensure that recordings are posted on the council's website. Provide a transcription of council meetings, as requested.
- Track attendance by members at meetings and inform the Executive Director of any members missing two consecutive meetings.
- Prepare official minutes of council meetings to reflect the actions of the council, and the testimony of witnesses appearing before the council, so that there is an official public record. *
- Ensure that all documents presented at the council meeting are posted to the council's website and are in accessible format as required by legislative dictate and the Director. Documents and handouts provided by presenters, especially agencies, should be provided to LSOHC by the presenter in accessible format as required by law.

3. Maintain the LSOHC website and update and verify information on a regular basis. (est. 10% of time)

- Update and post new information on web pages as needed to provide Council constituencies with current information, using LCC-approved web interfaces, such as HTML.
- Ensure that information is accurate, accessible, and understandable to users.
- Recommend and implement improvements to the site, as needed.
- Assist with updating of the LSOHC portion of the Legislative Coordinating Commission's Legacy website.

4. Provide administrative support for efficient operation of the office. * (est. 40% of time)

- Draft correspondence as requested for staff review and approval.
- Process mail and duplicate materials accurately.
- Answer telephones and e-mail promptly and courteously.
- Monitor and maintain LSOHC general email mailbox and redirect messages to LSOHC staff and council members as appropriate.
- Process invoices.
- Assist with administrative budget development as requested.
- Ensure office equipment is properly maintained and serviced.
- Ensure that office supplies are available as needed.
- Respond to survey and information requests and provide reports as directed.
- Schedule meetings on behalf of other staff as requested.
- Make travel/lodging arrangements for other staff as requested.
- Develop and maintain distribution lists for project managers, council members, legislative staff, and other interested groups and parties.
- Respond to requests for information as appropriate.
- Assist in the development and design of materials to portray and promote the work of the council.
- Assist/perform filing of documents and program amendment materials on a regular basis to maintain up-to-date appropriation files.

- Annually create electronic and physical (as needed) binders of Accomplishment Plan project proposals for Council members, staff, and requesting legislators.
- Build and update annual webpages as needed to display Project Proposal APs, Council funding recommendations, etc.
- During Legislative Session, track bills of significance to LSOHC and create weekly LSOHC Update for posting of LSOHC legislation and testimony activity.

5. Maintain reliable and accurate filing system so official documents/reports/data can be found quickly. (est. 25% of time)

- Assist in developing and maintaining audit-ready files for each appropriation, including all pertinent communication between the council, council staff, and the appropriations' project managers such as status reports, accomplishment plan amendments, and final reports.
- Coordinate with program analyst manager to review and update files on a periodic basis.
- Data entry as required.
- Aid in dissemination of information regarding project accomplishment and outcome-based benefits to state-wide and local media.
- implement LSOHC's social media (Instagram, & Twitter) communications calendar, posts, meetings, and interactions.

6. Other duties as assigned by the Executive Director.

Budget Responsibility: monitor office supply & equipment expenses to comply with budget.

Supervisory Responsibility: None.

Customers: Council staff, council members, legislators, legislative staff, appropriation program managers, private citizens, and the media.

Relationships: This position works with the Council members, other LSOHC staff, legislative staff, LCC staff and on occasion with staff of other legislative-citizen councils such as LCCMR.

Knowledge, Skills and Abilities:

Minimum qualifications:

- **For Commission Assistant I /range 4 position** - at least four years of experience in an administrative support or higher-level position.
- **For Commission Assistant II /range 5 position** - at least two years of demonstrated proficiency as Commission Assistant I/range 4 position **or** six years of administrative support or higher-level position and some administrative or business administration coursework.
- **For Commission Assistant III /range 6 position** – at least two years of demonstrated proficiency as Commission Assistant II/range 5 position **or** eight years of experience in an administrative support or higher-level position and technical administrative degree or undergraduate degree.
- Ability to work independently.

- Aptitude to manage multiple tasks simultaneously and with high level accuracy.
- The ability to work effectively in a nonpartisan manner with staff, elected officials, and the public. Commitment to a non-partisan working environment with confidentiality.
- Experience in working with Microsoft Office Suites, database software, and HTML.

Desired Qualifications:

- Experience with digital accessibility and working with CommonLook and/or other remediation software is a plus.
- Experience with website page updating and/or manipulation.
- Experience with media/press information release construction and distribution.
- A general understanding or interest in wildlife habitat conservation.
- Familiarity with social media (Instagram, Twitter).
- Experience in outdoor activities such as fishing, hunting, gathering, bird watching, hiking, camping, kayaking, etc.

Problem Solving: A successful occupant of this position will recognize and solve problems stemming from uneven workflow, time conflicts, and strong personalities. The occupant will have good systems skills and be able to identify potential system problems in advance and provide solutions.

Freedom to Act: The occupant acts under the direction of the Executive Director and Assistant Director.

* Denotes functions that are essential under the Americans with Disabilities Act (ADA)