

Lessard-Sams Outdoor Heritage Council (LSOHC)

Commission Assistant

The Lessard-Sams Outdoor Heritage Council (LSOHC) is seeking to fill the Commission Assistant position. This is a full-time benefits eligible position. The 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. The purpose of this position is to provide administrative support to the Lessard-Sams Outdoor Heritage Council and council staff.

The LSOHC Commission Assistant enjoys rewarding work supporting the Minnesota Legislature by contributing as an essential member of the LSOHC team through:

- Coordinating the overall operations of the office including, procuring supplies, managing travel arrangements, and maintenance of website materials.
- Coordinating the LSOHC meetings and hearings.
- Maintaining complete and accurate electronic and paper files of all documents presented to and acted on by the council.
- Providing administrative support for efficient operation the office.
- Maintaining reliable and accurate filing systems so official documents/reports/data can be found quickly.

The position description for this unclassified, non-partisan, full-time position is available at <https://www.lcc.mn.gov/jobs/> or call 651.296.0099 to request a copy. The Lessard-Sams Outdoor Heritage Council will determine the starting salary based on the successful applicant's qualifications and experience. The recruitment range for the position is \$49,800 to \$63,000 for level 4, \$55,100 to \$71,000 for level 5 and \$60,980 to \$78,000 for level 6. The level offered will be based upon an assessment of the candidate's level of experience. For more information regarding LSOHC go to: <https://www.lsohc.leg.mn/>

To ensure consideration, applications should be received by **Sunday, July 7, 2024**. **Interested applicants must submit a cover letter with their resume to the LSOHC Commission Assistant Search Committee at lcc@lcc.mn.gov** or mail to LSOHC Commission Assistant Search Committee, 658 Cedar St., Centennial Building, 1st Floor, St. Paul, MN 55155. If you have specific questions, please contact Mark Johnson at mark.johnson@lsohc.mn.gov.

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.

Why work for the LSOHC?

The LSOHC is committed to building a staff complement that includes diverse perspectives and backgrounds. The LSOHC makes recommendations to the Minnesota legislature. The Minnesota Legislature offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave, and paid holidays each year.

Comprehensive Benefit Package

Positions in the LSOHC receive a **comprehensive benefits package**. The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, pension plan and 457(b) plan with a match, vacation and sick leave and paid holidays each year.

We recognize there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The state offers pension and savings plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session.

- Compensatory time options.
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases.
- 13 days of paid sick leave each year based on a 4-hour accrual rate.
- Optional vacation leave and sick leave bank credits offered to new employees.
- 11 paid holidays and 2 floating holidays each year.
- 240 hours of paid parental leave to help you bond in the important weeks after you bring your child home.

The LSOHC values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

An Equal Opportunity/ADA employer