



Job Title: Planning Specialist

BASIC FUNCTIONS:

This position conducts project management, grant administration, data analysis and reporting functions for Ramsey/Washington Recycling & Energy (R&E). This position coordinates and supports efforts within R&E, primarily in the Planning & Project Management and Strategic Partnerships functional areas.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Conduct project management functions, such as:
 - a. Develop project plans and implementation documents using tools within the project management discipline, such as statements of work, project charters, Gantt and RACI charts, timelines, task trackers, budget trackers, etc.
 - b. Use project management software and online collaboration applications to facilitate collaboration, task delegation and project tracking.
 - c. Conduct meetings and other communications to review project statuses, identify problems and needs, mitigate risks, recommend an appropriate course of action and implement project sponsor direction.
3. Conduct grant administration and reporting functions, such as:
 - a. Prepare interim and final grant reports and funder updates, gather and integrate financial, programmatic and organizational information from appropriate sources.
 - b. Ensure all reporting requirements are met with accuracy, completeness and timeliness.
 - c. Track reporting schedules and proactively manage grant reporting requirements across multiple funding sources.
 - d. Develop and maintain grant calendars, deadlines and tracking systems.
 - e. Maintain organized and accurate grant files, documentation and records.
 - f. Continuously improve grant processes, templates and internal workflows.
4. Conduct research, evaluation and analysis functions, such as:
 - a. Conduct studies, assessments and special projects to support the implementation of R&E's Strategic Plan and county solid waste management plans.
 - b. Analyze trends, research, data and policy changes to determine impact to R&E.
 - c. Prepare charts, reports and other documents for use by staff for strategic and planning functions and decision-making.
 - d. Evaluate and analyze data on R&E efforts, operations and services for effectiveness, alignment with goals and objectives.
 - e. Develop and present findings and recommendations.
5. Coordinate and support efforts within R&E, primarily in the Planning & Project Management and Strategic Partnerships functional areas, such as:
 - a. Support the ongoing implementation of R&E's suite of project management tools and trainings.
 - b. Support R&E staff during the Minnesota legislative session as necessary.
 - c. Utilize change management tactics to support implementation and sustained

- adoption of new processes, improvements or policies.
- d. Maintain well-organized and accurate documentation, e.g., document management, file naming, archiving and version control.
 - e. Work with consultants and contractors for projects, as assigned.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

None, but may on occasion direct the work of others in activities relating to the planning, grant administration or evaluation functions or the management of projects.

WORK ENVIRONMENT:

Standard office setting. Includes occasional automobile travel between relevant work sites in Ramsey County, Washington County and R&E Center with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise levels are typical for an industrial production facility and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work will involve using and viewing a computer screen for several hours per day and frequent use of other office equipment.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with R&E Manager of Planning & Project Management, Strategic Partnerships Manager and Executive Director to answer questions, provide information on status of activities, obtain direction, and confer on decision making. Daily to weekly contact with R&E staff, County staff and R&E vendors/consultants to plan and coordinate work, strategize on issues, obtain and provide information, develop approaches to issues and conduct facilitation and evaluation. Potential infrequent contact with external stakeholders (community, R&E partners, proposers, etc.), depending on project need, to obtain and provide information and conduct engagement work.

IMPACT OF SERVICES/OPERATIONS:

Duties impact the development and implementation of plans, projects and funding for services to Ramsey and Washington county populations, and/or improvements to waste prevention, recycling and solid waste management-related services. Proper performance results in development and execution of effective plans and projects, securing and maintenance of funding sources, data-informed decision-making and improvements to service delivery and internal processes. Improper performance would result in failure to produce effective plans for the provision of services to county residents, inability to secure appropriate funds, including government grants, or in the withholding of revenues if funding requirements are not met.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of and skills in project management and use of project management tools.
- Knowledge of and skills in information gathering and writing applications and reports.
- Knowledge of government organization at the federal, state and local levels.
- Knowledge of human behavior, group dynamics, and group process.

- Ability to understand and carry out complex oral and written directions.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and complete complicated work projects.
- Ability to work independently in the absence of supervisor's instructions.
- Skill in written and oral communication.
- Ability to understand and use, analyze, synthesize, visualize and present research, evaluation and statistical information.
- Ability to quickly comprehend and assimilate large quantities of new materials, set priorities and develop and present pertinent information in clear and concise terms.
- Ability to handle problems of a special or confidential nature.

PREFERRED QUALIFICATIONS:

Education: Bachelor's degree in Business Administration, Public Administration, Political Science or a closely related field.

Experience: Two (2) years of combined experience in project management, grant administration, reporting, planning, public service delivery, or a closely related field. Preference given for relative experience in solid waste management or environmental fields. Preference also given for a current project management certification, e.g., Project Management Institute (PMI) Project Management Professional (PMP) or similar.

Substitution: An Associate's degree in any of the above areas of study and four (4) years of the required work experience above.

MINIMUM QUALIFICATIONS:

Education: High School diploma, GED or equivalent.

Experience: An equivalent combination of education and experience listed above to total six (6) or more years.

Licensure: A valid Class D driver's license is required.