

Job Title: Executive Director

Job Grade Level: 12

Career Track: None

Date: August 15, 2025

Agency/Dept: LCC, Lessard-Sams Outdoor Heritage Council

Reporting to: Lessard-Sams Outdoor Heritage Council

PRIMARY OBJECTIVE OF POSITION: Provide executive-level staff leadership for a high-profile, nonpartisan, public council. Manage the process for the twelve-member legislator/citizen Lessard-Sams Outdoor Heritage Council (Council) to make recommendations for appropriation to the Minnesota Legislature for funding natural resource habitat projects from the constitutionally created Outdoor Heritage Fund (Fund), which generates approximately \$160,000,000 annually. Manage the advancement of the Council recommendations through the legislative process. The Executive Director is responsible for ensuring that the Council's recommendations are developed in an open, public, legal, non-partisan manner that is faithful to the Minnesota Constitution and purposes of the Fund. This position is responsible for all aspects of the process and procedures leading to the Council's agreement on the recommended appropriations.

REPORTABILITY:

Reports To: Chair of the Council Lessard-Sams Outdoor Heritage Council

Supervises: Lessard-Sams Outdoor Heritage Council staff

BUDGET RESPONSIBILITY: The Council recommends expenditures of about \$160 million annually to the legislature from the Outdoor Heritage Fund. The Executive Director has the responsibility to guide these recommendations through the legislative process on behalf of the Council. The position manages an administrative budget of up to one percent of the Fund in a publicly transparent manner, based on legislative appropriation. The operating budget for the Council for FY 26 is \$732,000. In addition, the position is responsible for monitoring and reporting to the Council on the implementation of projects funded by the Outdoor Heritage Fund.

CUSTOMERS: Council members; citizens of Minnesota; and organizations around the state interested in the restoring, protecting, and enhancing wetlands, prairies, forests, and habitat for fish, game and wildlife including commissioners of such agencies in the Executive Branch; legislators with particular emphasis on those holding leadership positions, natural resource policy committee chairs, and fiscal committee chairs; members of Congress and staff, executive directors and their upper level staff of federal executive branch fish, game, and wildlife agencies; CEO's and members of non-profit and for-profit corporations devoted to natural resource protection and management; and the media.

MAJOR AREAS OF ACCOUNTABILITY:

1. Planning

% of Time: 10%

Provide staff leadership to the Council in developing and periodically updating a long-range/strategic plan that will guide their recommendations on expenditures from the

Outdoor Heritage Fund. Identify, organize, and coordinate opportunities for all Lessard-Sams Outdoor Heritage Council members to understand natural resource problems and perspectives including:

- a. Conduct fact-finding field trips, program reviews, desk audits, hearings, interviews, and presentations by national experts.
- b. Hold information sessions with citizens, local units of government, and legislators.
- c. Identify innovative ways to determine priority natural resource needs.
- d. Provide consultation with teams of technical advisors.
- e. Facilitate long-range strategic planning sessions.
- f. Coordinate communication with similar councils and commissions recommending state appropriations.

2. Appropriation Recommendation Development

% of Time: 25%

Provide staff leadership to the Lessard-Sams Outdoor Heritage Council in making recommendations to the legislature for appropriating approximately \$160 million annually for natural resource habitat projects across the state. Tasks include:

- a. Develop, recommend and implement the form and content for the biennial recommendation development process.
- b. Recommend and implement a recommendation development process for the Lessard-Sams Outdoor Heritage Council members. Determine operating guidelines for making recommendations.
- c. Conduct public outreach.
- d. Serve as an information resource for organizations applying for an appropriation.
- e. Design recommendation review process for staff.
- f. Employ staff with a combination of the skills of legislative analysts, fiscal analysts and facilitators.
- g. Support the Council's recommendations through the legislative process and Governor's signature into law.
- h. Testify before standing committees of the Legislature as necessary.
- i. Conduct additional research into problems and programmatic solutions.
- j. Negotiate solutions among executive branch leaders, legislators, constituencies, lobbyists, and other nonpartisan legislative staff.

3. Monitor and Evaluate Output

% of Time: 20%

Provide staff leadership to the Council in monitoring and evaluating accomplishment plans and outcomes of all funded recommendations to ensure accomplishment of appropriation and Council objectives.

- a. Guide the development of accomplishment reports through working collaboratively with recipients of appropriations.
- b. Develop and refine accomplishment report formats.
- c. Determine policy and procedures for program oversight.
- d. Determine operating guidelines for spending appropriations in compliance with applicable laws, policies, and regulations.
- e. Determine appropriate guidelines for contracting between state and non-state entities for appropriations.

- f. Present accomplishment reports for Lessard-Sams Outdoor Heritage Council approval after analysis and negotiation in the expected results of allocations.
- g. Independently approve changes to accomplishment reports during a project life cycle.
- h. Oversee and review progress on projects.
- i. Develop working knowledge of fiscal and administrative procedures across the spectrum of entities including federal, state, and local government procedures as well as the realm of non-profit (non-governmental) organizations.
- j. Consult with executive agency program administrators on current budget programs and collaboration with Lessard-Sams Outdoor Heritage Council projects.
- k. Terminate projects that are not successful for various reasons.
- l. Negotiate the return of money or property and institute proceedings for formal audits as necessary.
- m. Report on project results using various means of communications to Lessard-Sams Outdoor Heritage Council members, the legislature, general public and interest groups, web pages, newsletters, seminars, hearings, field trips, interagency review sessions, and numerous public speaking engagements each year.
- n. Aid the public's understanding by assisting the media in developing sufficient and accurate background knowledge on procedures and projects of the Lessard-Sams Outdoor Heritage Council.

4. **Program Development**

% of Time: 10%

Work collaboratively with federal, state and local government agencies, non-governmental organizations, scientists and legislators, develop the programs necessary to address issues related to the quality of wetlands, prairies, forests, and habitat for fish, game and wildlife, such as:

- a. identifying the nature and scope of issues, possible ways to address issues, and solutions and desired outcomes;
- b. developing new programs and projects to address the priorities of the Council;
- c. recommending programs or projects to the Legislature for funding; and
- d. providing leadership in the legislative process to bring funding to programs or projects.

5. **Management duties**

% of Time: 20%

Oversee all administrative and management duties of the staff, in consultation with the LCC, including:

- a. Developing and managing the administrative budget in a publicly transparent manner necessary to support all work of the Council.
- b. Working with the Legislative Coordinating Commission (LCC) to recruit, hire and train well-qualified staff who will fit into a small, close working team environment.
- c. Ensuring all staff act in accordance with the law, ethics, and in a non-partisan manner in order to retain the highest level of confidence and respect from the public, all elected and appointed officials and staff.
- d. Encouraging staff to seek training opportunities for job improvement.

- e. Reviewing performance and determine salary adjustments, discipline, and promotion.
- f. Allocating and reallocating personnel and financial resources as necessary.
- g. Implementing budget decisions including approval of salary increases, purchases and contracts.
- h. Monitoring budget performance and make adjustments as needed.
- i. Overseeing and manage any contractual and consulting arrangements of the Council.
- j. Ensuring all functions of the Council are operated within the applicable requirements of the Open Meeting Law (Chapter 13D).

6. Collaborate **% of Time: 5%**

Collaborate with the directors, staff and members of the following organizations that make recommendations to the legislature for possible appropriations related to natural resources:

- a. Pollution Control Agency: Clean Water Council
- b. Department of Natural Resources and the Metropolitan Council: Parks and Trails Fund
- c. Legislative Citizens Commission on Minnesota Resources: Environment and Natural Resources fund

7. Communication **% of Time: 5%**

Plan, develop, and implement a comprehensive Council communication effort.

- a. Proactively engage the public in activities of the Council, using all reasonable means possible, including representing the Council at public meetings, administering press releases and social media posts as appropriate.
- b. Cultivate and maintain relationships with the media.
- c. Respond to media inquiries, including engaging the Council Chair in responses.

8. Other **% of Time: 5%**

Other duties as assigned by the Council or required by statute or the LCC.

RELATIONSHIPS: Council members; and organizations around the state interested in the restoring, protecting, and enhancing wetlands, prairies, forests, and habitat for fish, game and wildlife including commissioners of such agencies in the executive branch; legislators with particular emphasis on leadership positions, natural resource policy committee chairs and fiscal committee chairs; members of Congress and staff, Executive Directors and their upper level staff of federal executive branch fish, game, and wildlife agencies; CEO's and members of non-profit and for-profit corporations devoted to natural resource protection and management; and the media.

PROBLEM SOLVING: Experience and demonstrated ability to assess, facilitate and find solutions to state administrative and policy-making impasses is mandatory. Creative ability to develop new systems and approaches to doing business in the state environment is critical. Developing consensus through education and analysis, often in an environment of multiple points of view is a plus.

FREEDOM TO ACT: The director has primary discretion to act within laws, policies and procedures with consultation as appropriate with the Council chair or executive director of the LCC.

MINIMUM REQUIREMENTS:

1. Bachelor of Arts or Bachelor of Science degree.
2. 5 years of supervisory or management experience
3. Knowledge, skills and abilities
 - a. Superior organizational and communication knowledge, skills and abilities working at a public board level.
 - b. Experience administering and supervising natural resource management and budget decision-making and analysis.
 - c. High-level history and experience working with councils, boards, commissions or committees developing joint recommendations for implementation by federal, state, and local government and non-governmental organizations.
 - d. Non-partisan background.
 - e. Strong active listening, analytical and negotiating skills to bring parties to agreement.

PREFERRED QUALIFICATIONS

1. Advanced degree in natural resources, public administration, or related fields.
2. Public sector budgeting, grant review and management experience.
3. Demonstrated commitment to the protection and enhancement of Minnesota's wetlands, prairies, forests and habitat for fish and wildlife.
4. Familiarity with the legislative process.