

**Working Title: Climate Smart Food Systems Grants Administration Specialist - State Prog  
Admin Intermediate**  
**Job Class: State Program Administrator, Intermediate**  
**Agency: Pollution Control Agency**

- **Job ID:** 91869
- **Location:** Various
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Limited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 02/03/2026
- **Closing Date:** 02/17/2026
- **Hiring Agency/Seniority Unit:** Pollution Control Agency / Pollution Control-MAPE
- **Division/Unit:** RMAD SustainMaterial MgmtUnit
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$25.67 - \$37.26 / hourly; \$53,598 - \$77,798 / annually
- **Classified Status:** Unclassified
- **End Date:** 01/27/2029
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) No

\*This position may be located at one of the MPCA office locations: Duluth, Brainerd, St. Paul, Rochester, Detroit Lakes, Marshall or Mankato.

**The work you'll do is more than just a job.**

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

**Job Summary**

This posting will be used to fill two vacancies. They are temporary unclassified positions and are anticipated to last three years.

This position is responsible for the administration and support of multiple grant programs within the Minnesota Climate Smart Food Systems (CSFS) Initiative. The Minnesota CSFS Initiative is a suite of programs focused on a holistic approach to reduce climate pollution and build equity in Minnesota's food systems. This position will be specifically working with the Prevention of Wasted Food and Food Rescue, Organics Management, and Food to Livestock programs.

**Minimum Qualifications**

Two (2) years of professional contract and/or grant development experience.

OR

A Bachelor's degree in Accounting, Business Administration, or a closely-related field **and** 1 year of professional or 2 years of technical experience in professional contract and/or grant development.

AND

Excellent oral and written communication skills.

Ability to be highly organized, determine priorities, balancing a variety of duties running concurrently and work under time pressure.

Excellent human relations skills in order to maintain effective working relationships with management, faculty and staff.

Demonstrated problem solving skills.

Experience with Microsoft Office applications including Excel, Word, SharePoint, Teams and Outlook.

The Minnesota Pollution Control Agency will not sponsor applicants for work visas including F-1 STEM OTP extensions.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the require employment eligibility verification form upon hire. Individuals must be legally authorized to work in the United States.

## **Preferred Qualifications**

Knowledge of state and federal laws, rules, regulations, executive orders and procedures regarding contract development and administration.

Experience with Request For Proposal (RFP) development and/or grant evaluation, reporting, and management.

Project management and administrative experience such as budget development, invoicing, project tracking, etc.

Database skills sufficient for accurate data entry and data management.

Familiarity with Statewide Integrated Financial Tools (SWIFT), OnBase and/or Tempo databases.

Knowledge of audit procedures and internal controls.

Experience working in environmental protection, sustainability, water resources, or related environmental field.

## **Physical Requirements**

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small equipment. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

## **Additional Requirements**

Position duties may require travel but driving is not a minimum qualification or essential function of this position. Employees who may drive for state business will need their driver's license checked prior to operating a state vehicle.

It is the policy of the Minnesota Pollution Control Agency that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check
- License / Certification Verification where applicable

## **How to Apply**

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

## **Contact**

If you have questions about this position, contact Stephanie Grant at [stephanie.grant@state.mn.us](mailto:stephanie.grant@state.mn.us) .

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Stephanie Grant at [stephanie.grant@state.mn.us](mailto:stephanie.grant@state.mn.us).

## **About Pollution Control Agency**

Our mission is to protect and improve the environment and human health. We work with many partners (citizens, communities, and businesses, all levels of government, environmental groups and educators) to prevent pollution, conserve resources, and to help ensure polluting does not have disproportionate impact on any groups of people. We emphasize work-life balance with flex schedules, compressed schedules, and options to telework for some positions.

## **Working together to improve the state we love.**

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

## **Benefits**

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

### **Your benefits may include:**

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

### **Support to help you reach your career goals:**

- Training, classes, and professional development
- Tuition reimbursement
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

### **Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

## **EQUAL OPPORTUNITY EMPLOYERS**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities,

members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

### **APPLICANTS WITH DISABILITIES**

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.