

Working Title: State Prog Admin Prin - Program Coordinator
Job Class: State Program Administrator Principal
Agency: Pollution Control Agency

- **Job ID:** 95331
- **Location:** Various
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers and MPCA employees eligible to interest bid (permanent, classified employees in the same job class). Eligible MPCA employees wishing to interest bid must apply through self-service AND confirm their interest bid by emailing stephanie.grant@state.mn.us by 07/20/2026.
- **Date Posted:** 07/14/2026
- **Closing Date:** 07/27/2026
- **Hiring Agency/Seniority Unit:** Pollution Control Agency / Pollution Control-MAPE
- **Division/Unit:** REM SUPERFUND UNIT 2
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$32.97 - \$48.60 / hourly; \$68,841 - \$101,476 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Emp/MAPE
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

*Locations available in the following MPCA office locations: Duluth, Brainerd, or St. Paul

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 position exists to coordinate the MPCA's St. Louis River Area of Concern (SLRAOC) program and provide superfund program support. This role coordinates the technical and administrative tasks of the SLRAOC program with the Minnesota Department of Natural Resources (MNDNR), the Wisconsin Department of Natural Resources (WDNR) and the Fond du Lac (FdL) Band of Lake Superior Chippewa and coordinates activities and reporting with the US Environmental Protection Agency (EPA). This position will also lead the listing and delisting activities applicable to the Minnesota Permanent List of Priorities (PLP) process and provide TEMPO guidance to the larger Superfund Program.

Minimum Qualifications

Three years of professional or two years advanced professional experience working with an environmental or sustainability focused program (regulatory or assistance). Advanced professional experience includes a demonstrated progressive level of responsibility and leadership experience. (Advanced professional-level experience is equivalent to Planner Senior State, Environmental Specialist 3, State Program Administrator Senior, or equivalent level work).

Experience developing and administering programs from initiation through conclusion.

Experience leading a variety of teams and projects to successful outcomes.

Experience in communicating information with broad audiences.

Advanced writing, verbal communication, and critical thinking skills.

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:

- The Area of Concern program and the Great Lake Restoration Initiative
- Local, state and federal environmental laws, regulations and policies related to environmental investigations and remediation/clean-up of contaminated properties, including state and federal Superfund law.

Experience in:

- Building strong relationships and a network of state, federal, Tribal, and stakeholder partners for collaboration on a project or program.
- Project and program management.
- Interpreting, implementing and/or developing policy and regulations.
- Document management and archiving.
- Communicating complex information to government entities, industry and the public through direct outreach, campaigns, presentations, and/or written materials.
- Government contracting processes and contract management.
- Data analysis and data management experience sufficient to identify and report information that is critical to program issues and decision-making.
- Prioritizing equity and environmental justice considerations into program implementation.

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. 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.

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.

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)

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.

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 and let us know the support you need.