System Director, Capital Planning and Analysis

Position Details

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

Position Information

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>MnSCU Administrator 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
<td>System Director, Capital Planning and Analysis</td>
</tr>
<tr>
<td>Hire Type</td>
<td>Administrator</td>
</tr>
<tr>
<td>Division</td>
<td>Finance</td>
</tr>
<tr>
<td>Department</td>
<td>Facilities</td>
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<tr>
<td>Unit</td>
<td>Facilities</td>
</tr>
<tr>
<td>Location</td>
<td>St. Paul</td>
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<tr>
<td>FLSA</td>
<td>Exempt</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Full Time</td>
</tr>
<tr>
<td>FTE</td>
<td>1.0</td>
</tr>
<tr>
<td>Employment Condition</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Work Shift</td>
<td>Days</td>
</tr>
<tr>
<td>Work Schedule/Hours/Days</td>
<td>Monday through Friday 8 AM to 4:30 PM</td>
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<tr>
<td></td>
<td>Open to all qualified applicants.</td>
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<tr>
<td>Posting Details</td>
<td>Travel occasionally for training and conferences</td>
</tr>
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<td></td>
<td>All Applications must be received by Monday, February 26 at 11:59pm for initial review</td>
</tr>
<tr>
<td>Salary Minimum</td>
<td>105,500</td>
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<tr>
<td>Salary Maximum</td>
<td>$168,500</td>
</tr>
<tr>
<td>Salary Type</td>
<td>Annual</td>
</tr>
<tr>
<td>Bargaining Unit/Plan</td>
<td>220, Minnesota State Administrators/State Managerial Plan</td>
</tr>
<tr>
<td>Job Description</td>
<td>A hybrid working arrangement is possible and would be negotiated at the time of hire.</td>
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</table>

This position provides leadership, direction, and management oversight for creating and implementing system-wide policies, procedures, guidance, practices and processes associated with developing and operating Minnesota State college and university campus facilities and infrastructure.

Specific Duties Include:

- Develops, recommends, implements, and oversees board policies, system procedures, and guidance establishing the strategic direction and operational framework for developing, investing in, and operating Minnesota State college and university campus facilities and infrastructure.

- Develops and executes system and project-specific financing strategies to efficiently and effectively meet college and university academic mission needs by creating, enhancing, and sustaining campus facilities and infrastructure.

- Oversees, coordinates, integrates, and manages facility and infrastructure data to provide the Minnesota State Board of Trustees and senior system leaders with decision-making information and remain in compliance with state laws and statutes.

- Serves as facility and infrastructure subject matter expert and liaises with groups, organizations, and state agencies to develop and sustain productive information sharing and representation of system strategies, positions, postures, priorities, and requirements.

Required Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.
Bachelor’s degree in architecture, engineering, planning, business administration or management, or related field.

- 10 years of progressive experience in the areas of:
  - Architecture
  - Engineering
  - Capital planning
  - Facilities management
  - Business administration

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications

- Master’s degree or higher in architecture, engineering, planning, business administration or management, finance, or related field.
- Registered architect or engineer
- Certified Educational Facilities Professional (CEFP)
- Facilities Management Professional (FMP)
- Certified Facilities Manager (CFM)
- Sustainability Facility Professional (SFP)
- State government or higher education experience
- Experience working in large, complex organization
- 3 years of personnel supervision and management
- Experience and leadership in change management and/or process improvement

Other Requirements

About

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.

We employ more than 14,800 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

Benefits Info

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: Work at Minnesota State!

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical ($38.50 per month single and $262.66 per month family) and dental insurance with low deductibles ($400 – $800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

Posting Detail Information

Posting Number

SO143P

Number of Vacancies

1

Re-posting

No

Desired Start Date

Position End Date (if temporary)

Open Date

02/05/2024

Close Date

02/26/2024

Open Until Filled

No

Special Instructions

Summary

Accept Applications

Yes

Posting Contact

shane.moore@minnestate.edu

Equal Employment Opportunity Statement

Minnesota State is an equal opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States.

Supplemental Questions

Required fields are indicated with an asterisk (*).
Documents Needed to Apply

Required Documents

1. Resume/CV

Optional Documents

1. Cover Letter
2. Transcripts