Job Class: Information Systems Manager – Job 34114
Working Title: Information Systems Manager – Business Analysts & User Interface

Who May Apply: Open to all qualified job seekers
Date Posted: 7/15/2019
Closing Date: 8/5/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MMA
Division/Unit: IT
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes – 10%
Salary Range: $36.96 - $63.23/hourly; $77,172- $132,024/annually
Classified Status: Classified
Bargaining Unit/Union: 216/Middle Management Association/MMA
FLSA Status: Exempt - Executive
Location: Current System Office employees may elect St. Paul, Waite Park or Granite Falls

All other applicants may elect St. Paul or Waite Park.

Connect 700 Program Eligible: Yes

Job Summary:

Office location:
Current System Office employees may elect St. Paul, Waite Park or Granite Falls
All other applicants may elect St. Paul or Waite Park

To manage information systems professionals and projects engaged in the development and support of Minnesota State’s enterprise information systems. Responsibilities extend to 1) Creating & updating long and short range plans for development projects; 2) Managing project schedules, budgets, and evaluating costs/benefits of contractors vs. internal staff; 3) Manage contractors statements of work & approve expenditures for contractors to ensure proper use of funds; 4) Recommending new tools & supervision of staff utilizing tools in building specialized software; 5) Build and maintain open, collaborative relationships with appropriate business users from the System Office and
campus; 6) Establishing system programming standards with architect group; and 7) Advises on all requests for computer or computer related equipment for development staff to Director of Engineering and Data Transformation.

All colleges and universities in Minnesota State are required to use the Integrated Statewide Records System (ISRS). The system is fully integrated and is one of the largest single higher education databases in the country. It contains 1.7 billion rows of data & handles up to 50,000 simultaneous queries per second. The System processes more than 100,000 transactions per hour and accounts for nearly 30 billion dollars financial transactions each year. The system manages over 169 million in credit card payments & distributes more than 941 million to students for scholarships, loans and aid each year. It manages information on more than 6 million unique persons & produces payroll for 22,000 student employees and 45,000 employees.

**Minimum Qualifications:**

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- 10 years’ experience in the IT field
  - Four (4) of the years leading analysts in the performance of general systems design, cost/benefit evaluations and detailed systems specifications.
- Experience with Web Technology, Client Server, & 3GL Development Languages/Tools.
- Experience in managing projects.
- Strong communication skills (written and verbal). Position will be communicating with a large and diverse audience (administrative, technical and academic).
- Ability to develop effective working relationships and work collaboratively with a variety of people

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

**Preferred Qualifications:**

- Bachelor of Science in Computer Science Degree or related degree.
- Experience Supervisory/Managing Analysts/Developers.
- Experience with Higher Education Enterprise Information System.
- Experience with Uniface Client Server Tool & J2EE Tools

**Additional Requirements**

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:
- SEMA4 Records Check (applies to current and past state employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.

**Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at [http://mn.gov/employee-relations/labor-relations/Labor](http://mn.gov/employee-relations/labor-relations/Labor).

**Why Work for Us**

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!](http://mn.gov/employee-relations/labor-relations/Labor).

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 and dental insurance with low deductibles, 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.

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

**How to Apply**


Internal Applicants: Go to Self-Service/Careers.

**Contact**

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.
Equal Employment Opportunity

Minnesota State Colleges and Universities 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 actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.