Job Class: Management Analyst 3 – (34701)
Working Title: e-Procurement Support Specialist

Who May Apply: Open to all qualified job seekers
Date Posted: 8/6/2019
Closing Date: 8/19/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Finance
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally
Salary Range: $22.92 - $33.62/hourly; $47,856 - $70,198/annually
Classified Status: Classified
Bargaining Unit/Union: 214 MAPE
FLSA Status: Exempt - Administrative
Connect 700 Program Eligible: Yes

Job Summary:

This position exists to assist the Chief Procurement Officer and e-Procurement Administrator with the support and maintenance of a statewide electronic procurement system (Marketplace), including helping to develop electronic procurement procedures, common practices, and training materials. This position will provide help desk support via a service management system (tracking/researching/trouble-shooting) and occasional direct (in-person or by phone) interaction, training (when needed), and related services for college, university, and system office staff to successfully use e-procurement (includes purchasing, accounts payable, sourcing and contracting functions). The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.
- Four (4) years of experience with public sector business processes such as sourcing/procurement, contracting, and related areas.
- Strong working knowledge of public sector policies, procedures, and practices as they relate to purchasing, contracting and sourcing
- Thorough knowledge of general accounting systems and practices
- Demonstrated ability to work independently, and as an effective member of multiple work teams and projects
- Strong analytical and problem-solving skills
- Strong customer service skills in assisting others to understand and solve complex system issues
- Experience managing and organizing multiple activities
- Demonstrated excellent oral and written communication skills

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

**Preferred Qualifications:**

- Associate or Bachelor’s degree in finance, accounting, business or related field
- Experience with Minnesota State Marketplace and/or other purchasing solution, such as SWIFT (State of Minnesota accounting/procurement system), including experience with annual procurement in excess of $5 million
- Experience with drafting and managing contracts
- Experience with drafting and managing RFPs, RFBs and similar sourcing processes
- Experience developing and launching effective training programs
- Experience implementing a new software tool
- Experience with organizational dynamics

**Additional Requirements:**

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

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!

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

External Applicants: Go to the State of MN’s career site at http://www.mn.gov/careers.

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.