Job Class: Management Analyst 4. – Job Posting 37874

Working Title: e-Procurement Administrator

Who May Apply: Open to current State of MN employees
Date Posted: 12/27/2019
Closing Date: 1/13/2020
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Finance/Procurement
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, up to 10%
Salary Range: $27.79 - $41.21/hourly; $58,206 - $86,046/annually
Classified Status: Classified
Bargaining Unit/Union: 214 MAPE
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:

The position exists to manage and support the operation of a system-wide electronic procurement system (Marketplace). This includes the development and delivery of training materials and presentations, setup and management of electronic workflow process, development and implementation of electronic procurement procedures and practices, management and oversight of system performance, and engagement of vendor support as needed to optimize and maintain system operation. The position also acts as lead-worker for the e-Procurement Support position in working with the college/university/system office staff to support system users and respond to system issues.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.
We employ more than 15,900 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.

**Minimum 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 finance, accounting, business or related field or an equivalent combination of education and experience.
- Three (3) years of advanced level professional analysis experience with business processes.
- Demonstrated knowledge of purchasing or procurement procedures and general accounting systems and practices sufficient to analyze and interpret financial information, records and reports; locate errors; and recommend solutions to procedural and other problems.
- Demonstrated ability to conduct research involving large data-bases and analyze detailed information.
- Skilled in analysis and interpretation sufficient to evaluate information, including the strengths and weaknesses of alternative solutions, conclusions or approaches to solutions.
- Organizational skills sufficient to manage multiple projects simultaneously, delivering results and meeting deadlines.
- Written and verbal communication skills sufficient to write, prepare, and edit materials such as memos, procedures, reports, training, presentations, etc., and clearly explain, discuss, communicate and present complex ideas, regulations, policies and procedures to staff, managers and senior leadership.
- Demonstrated ability to work independently and take the initiative to work independently with minimal assistance and advice from others.

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

- Thorough knowledge of Minnesota State accounting systems, practices and business processes.
- Thorough knowledge of State of Minnesota or Minnesota State Board policies and procedures as they relate to purchasing and contracting.
- Experience using Minnesota State Marketplace, especially related to procurement, contracting or accounts payable.
- Experience leading a team project, or managing workgroup process to develop and implement solutions.
- Experience developing and launching effective training programs.

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/mmb/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.
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.