MINNESOTA STATE
SYSTEM OFFICE

POSITION DESCRIPTION

ADMINISTRATIVE TITLE: System Director, Design and Construction

NAME OF ADMINISTRATOR:

RANGE ASSIGNMENT: Range 7

POSITION CONTROL NUMBER: 00798958

POSITION PURPOSE:

The System Director of Design and Construction provides system-wide leadership and program oversight of facility project design and construction for Minnesota State. This position supports facility projects generated from capital budget, revenue bond sale, college and university, and other financing avenues. The position establishes and maintains policies, procedures, standards, and contract documentation related to design and execution of capital projects on Minnesota State’s college and university campuses and is responsible for tracking and reporting on projects. The position also supervises and administers the system-wide construction project management system. The position is part of the leadership team of the Facilities Unit of the System Office Finance Division.

Supervision Received: Reports to the Associate Vice Chancellor for Facilities

Supervision Exercised: 7 total FTE:

4 State Program Administrator Coordinator - Design and Construction Program Managers
1 Accounting Officer Senior
1 State Program Administrator Coordinator - Enterprise Project Management System
1 Management Analyst - Enterprise Project Management System

Signature of Employee __________________________ Date ______________.

Signature of Supervisor __________________________ Date ______________.
CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Functional Leadership
- Oversees the day-to-day activities of the design and construction section within the facilities unit of the Finance Division providing an array of facilities management support and services to all Minnesota State colleges and universities.

- Develops, communicates, and maintains policies, procedures, resources and tools for college and university staff to effectively execute facilities design and construction projects in a distributed or delegated authority environment.

- Provides technical and subject matter expertise to colleges, universities, and the system office regarding facilities design, construction, and contract management.

- Represents Minnesota State with the State Designer Selection Board.

- Assists with contract dispute negotiation and resolution.

- Serves as a member of the facilities unit and Finance Division leadership teams and participates in division strategic and annual work plan development, including budget development.

Oversight and Reporting
- Oversees the delegation of project and contract management authority to colleges and universities.

- Reviews capital project designs and design and construction contracts.

- Prepares financial reports for the Minnesota State Board of Trustees, state agencies including Minnesota Management and Budget (MMB), and legislative committees.

- Oversees and reports on the status of capital project status to the Minnesota State Board of Trustees, college, university, and system office leaders, and the public.

- Provides oversight of the management, deployment, utilization, and training of Minnesota State’s enterprise project management system.

- Supports and/or leads presentations before the Leadership Council, Board of Trustees, legislative committees and individual legislators, or other groups or individuals.

Outreach and Engagement
- Work closely and collaboratively with Facilities Unit peers including System Directors in Capital Development, Public Safety and Compliance and Risk Management.

- Develops relationships with senior system and campus leaders and managers to facilitate the effectively development and use of facilities design and construction contracts.
• Represents Minnesota State colleges and universities to state agencies including, but not limited to Minnesota Department of Administration, Management and Budget (MMB), Labor and Industry (DOLI), Human Rights, Employment and Economic Development (DEED), Commerce, Pollution Control (MPCA) on building and infrastructure design and construction matters.

• Engages with industry professional organizations such as American Institute of Architects (AIA), Minnesota Chief Engineers Guild (MnCEG), Association of General Contractors (AGC), American Council of Engineering Companies (ACEC), and trade organizations and unions.

**Staff Leadership and Management**

• Supervises the design and construction section including setting priorities and goals and developing and oversees execution of work plans.

• Manages the design and construction section budget, which includes charge-back funds from state funded capital projects and colleges and universities for specific shared staff and systems such as an enterprise project management system.

• Responsible for staffing and managing assigned functional areas of the section to include all facets of normal supervision. Evaluate employee performance, reward or discipline employees, and effectively recommend the promotion, suspension, discharge, or change of status according to performance.

**MINIMUM QUALIFICATIONS:**

• Bachelor’s degree in architecture, engineering, construction management, or related field.

• Ten years of successful and progressively responsible professional experience in facilities planning, architectural design and engineering, construction management, and contracting.

• Knowledge of and experience with state and federal facilities planning, architectural design, engineering, and construction contracting regulations and standards

• Excellent writing, speaking, and interpersonal communication skills

• Supervisory experience

**PREFERRED QUALIFICATIONS:**

• Advanced degree in architecture, engineering, construction management, or related field

• Professionally registered architect or engineer

• Facility construction or project management certification

• Experience in public sector or higher education facilities design and construction
• Knowledge and experience in applying principles of continuous improvement and quality management

• Demonstrated leadership skills in team management, employee development and performance management

• Ability to establish and maintain effective working relationships with a variety of constituencies and work in a team environment