



Job Class: Management Analyst 4 – Job Posting JR0000000443
Working Title: e-Procurement Administrator

Who May Apply: This posting is open all qualified job seekers.

Date Posted: 08/26/2024

Closing Date: 09/09/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Human Resources

Appointment Type: Limited up to 3 years, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$32.99 - \$48.93/hourly; \$68,883 - \$102,165/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214 – MN Assoc Of Professional Empl/MAPE

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework availability and negotiated at the time of hire.

The e-Procurement Administrator is responsible for the operation and management of a system-wide electronic procurement (e-Procurement) system. Duties include:

- Develop and deliver training materials and presentations to educate users on the e-procurement system and serve as the lead worker for e-Procurement Support.
- Set up, create, and manage electronic workflow processes to ensure efficient and effective system operation, engaging vendor supplier support as needed.
- Develop and implement e-procurement procedures and practices to optimize performance and ensure compliance with regulations.
- Manage and oversee system performance by monitoring usage statistics, identifying areas for improvement, and working with Minnesota State staff to support system users and respond to issues.

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 a related field, or three (3) years of advanced professional experience in business process analysis, with demonstrated knowledge of purchasing or procurement procedures and general accounting systems.
- Proven ability to conduct research using large databases, analyze detailed information, and evaluate alternative solutions, with strong organizational skills to manage multiple projects and meet deadlines.
- Excellent written and verbal communication skills, including the ability to write, prepare, and edit various materials, and effectively present complex ideas, regulations, and procedures to diverse audiences.

Preferred Qualifications

- In-depth knowledge of Minnesota State accounting systems, practices, and business processes.
- Comprehensive understanding of State of Minnesota or Minnesota State Board policies and procedures related to purchasing and contracting.
- Experience with the Minnesota State Marketplace, particularly in procurement, contracting, or accounts payable.
- Proven experience in leading team projects or managing workgroup processes to develop and implement solutions.
- Strong analytical and problem-solving skills, with the ability to oversee a system-wide e-procurement system effectively.

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 employees only)
- 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 <https://www.minnstate.edu/system/working/relations.html>

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 our web page: [Working 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 rollover 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

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/e-Procurement-Administrator_JR0000000443-1

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

Contact

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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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.