



**Job Class: MnSCU Administrator 9 – Job Posting #SO143P**  
**Working Title: System Director, Capital Planning and Analysis**

**Who May Apply:** This posting is open all qualified applicants.

**Date Posted:** 02/05/2024

**Closing Date:** 02/26/2024

**Hiring Agency/Seniority Unit:** Minnesota State - System Office / MnSCU Central Office

**Division/Unit:** Facilities

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Occasionally for training and conferences

**Salary Range:** \$105,500 - \$168,500/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 – Minnesota State Administrators

**FLSA Status:** Exempt – Executive

**[Connect 700 Program Eligible:](#)** Yes

## **Job Summary**

Telework is available and negotiated at the time of hire.

This position provides leadership, direction, and management oversight for creating and implementing system-wide policies, procedures, guidance, practices and processes associated with developing and operating Minnesota State college and university campus facilities and infrastructure.

Specific Duties Include:

- Develops, recommends, implements, and oversees board policies, system procedures, and guidance establishing the strategic direction and operational framework for developing, investing in, and operating Minnesota State college and university campus facilities and infrastructure

- Develops and executes system and project-specific financing strategies to efficiently and effectively meet college and university academic mission needs by creating, enhancing, and sustaining campus facilities and infrastructure.
- Oversees, coordinates, integrates, and manages facility and infrastructure data to provide the Minnesota State Board of Trustees and senior system leaders with decision-making information and remain in compliance with state laws and statutes.
- Serves as facility and infrastructure subject matter expert and liaises with groups, organizations, and state agencies to develop and sustain productive information sharing and representation of system strategies, positions, postures, priorities, and requirements.

## 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 architecture, engineering, planning, business administration or management, or related field.
- 10 years of progressive experience in the areas of:
  - Architecture
  - Engineering
  - Capital planning
  - Facilities management
  - Business administration

## Preferred Qualifications

- Master's degree or higher in architecture, engineering, planning, business administration or management, finance, or related field.
- Registered architect or engineer
- Certified Educational Facilities Professional (CEFP)
- Facilities Management Professional (FMP)
- Certified Facilities Manager (CFM)

- Sustainability Facility Professional (SFP)
- State government or higher education experience
- Experience working in large, complex organization
- 3 years of personnel supervision and management
- Experience and leadership in change management and/or process improvement

## **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)
- 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 <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

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

Shane Moore

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Phone: 651-273-3967

## 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.