



Job Class: MnSCU Administrator 9 – Job Posting SO141P

Working Title: System Director, Design and Construction

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

Date Posted: 11/13/2023

Closing Date: 12/04/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office / Facilities

Division/Unit: Facilities

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Travel occasionally for training and conferences

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

Classified Status: Unclassified

Bargaining Unit/Union: 220 – Minnesota State Administrators Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework is available and negotiated at the time of hire.

This position provides system-wide leadership and program oversight of design and construction of college and university facility and infrastructure projects by establishing and maintaining policies, procedures, standards, and contract documentation related to project delivery and reporting.

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.
- 5 years of progressive experience in the areas of: Architecture, Engineering, Capital planning, Facilities management, or Business administration.

- Leadership and supervisory experience
- Knowledge of and experience with state and federal facilities planning, architectural design, engineering, and construction contracting regulations and standards.
- Experience working with a diverse clientele including the commitment to equity and inclusion in the learning and work environment.
- Excellent writing, speaking, and interpersonal 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

- Advanced degree in architecture, engineering, planning, business administration or management, finance, or related fields.
- Professional Licensure/Certification/Credential: Registered architect or engineer, Certified Educational Facilities Professional (CEFP), Facilities Management Professional (FMP), Certified Facilities Manager (CFM), Sustainability Facility Professional (SFP), or similar licensing, certification, or credentials.
- 10 years of progressive experience in the areas of: Architecture, Engineering, Capital planning, Facilities management, or Business administration.
- State government or higher education experience.
- Experience working in large, complex organization.
- 3 years of personnel supervision and management.
- Ability to interact with multiple and diverse groups of people and a commitment to fostering a diverse working and learning environment.
- 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.

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

Go to the State of Minnesota State system office career site at <https://mnsystem.peopleadmin.com/postings/search>

Contact

Shane Moore

Email: shane.moore@minnstate.edu

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.

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