

Job Posting

Job Title Management Analyst 2

Job ID 17986

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Limited

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Job Details

Job Class: Management Analyst 2

Working Title: e-Procurement Trainer

Who May Apply: Open only to employees at Minnesota State Colleges & Universities

Date Posted: 11/03/2017

Closing Date: 11/13/2017

Hiring Agency/Seniority Unit: Minnesota State / System Office

Division/Unit: Finance

Appointment Type: Temporary, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Mon - Fri

Travel Required: No

Salary Range: \$19.97 - \$29.00/hourly; \$41,697 - \$60,552/annually

Job Class Option: Procurement - 1002

Classified Status: Unclassified

Bargaining Unit/Union: 214 - MAPE

Anticipated Start Date: 11/30/2017

End Date: 11/27/2018

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) No

Job Summary

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This is a temporary unclassified unclassified position that will last up to 1 year

This position exists to assist the Chief Procurement Officer and e-Procurement Administrator with implementing and operationalizing a statewide electronic procurement system (Marketplace), including helping to develop electronic procurement procedures, common practices, and training materials. This position will provide training, help desk support, and problem-solving for college, university, and system office staff to successfully use e-procurement (includes purchasing, accounts payable, sourcing and contracting functions).

Qualifications

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Three years of experience working with purchasing and/or procurement within the public sector (or similarly situated environment)
- Ability to develop, coordinate and provide training to Minnesota State stakeholders on purchasing/procurement
- Thorough knowledge of state government sourcing practices (requests for proposal, requests for bid, and similar processes), policies, and procedures
- Thorough knowledge of state government contracting policies, procedures, and practices
- Thorough knowledge of general accounting systems and practices
- Demonstrated ability to work independently
- Demonstrated ability to conduct research involving large data bases and analyze detailed information
- Experience managing and organizing multiple activities
- Demonstrated excellent oral and written communication skills

Preferred Qualifications:

- Experience with business processes at the State of MN or Minnesota State
- Thorough knowledge of State of MN and/or Minnesota State policies, procedures, and practices as they related to state government purchasing.
- Thorough knowledge of Minnesota State sourcing practices (requests for proposal, requests for bid, and similar processes), policies, and procedures
- Experience with Minnesota State Marketplace and/or other purchasing/contracting/sourcing solution, such as SWIFT (State of Minnesota accounting/procurement system), including experience with annual procurement in excess of \$5 million
- Associate or Bachelor's degree in finance, accounting, business or related field
- Experience developing and launching effective training programs
- Experience implementing a new software tool
- Experience with organizational dynamics

Additional Requirements

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 a Motor Vehicle Records check.

Application Details

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

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/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.



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