

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **January 14, 2025** and expires **January 21, 2025**.

Eligible employees* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **January 21, 2025**.

JOB NO.

0125-24

WORK AREA

Administrative Affairs (Facilities Management)

CLASS & EMPLOYMENT CONDITION

OAS, Principal
Full time, Unlimited

NORMAL HOURS OF WORK

Monday - Friday
8:00am - 4:30pm

GENERAL DESCRIPTION OF JOB

This position exists to provide administrative support to the Facilities Management Department of St. Cloud State University in the areas of:

- Contract Management
- E-Builder Management
- Administrative Support Lead

Minimum Qualifications

- Lead work skills sufficient to mentor, coach, and direct work to department staff and student employees and to advise management on improvements to practices and procedures related to contracting and related processes.
- Accounting/Budget/Expense and Knowledge of Generally Accepted Accounting Principles and budgeting practices as pertains to government contracting, accounting, purchasing, and monitoring of department policies to ensure proper use of resources.
- Experience in administrative and departmental procedures sufficient to demonstrate, analyze, design, and implement same and possess the authority, knowledge and judgment to devise solutions for situations which fall outside of existing policies and procedures.
- Knowledge of spreadsheets sufficient to create accurate tables, charts, documents and reports.
- Word processing sufficient to write, prepare, and edit materials such as memos, procedures, reports, presentations, etc., using correct spelling, punctuation, grammar, and sentence construction and clearly explaining complex technical ideas and procedures to varied technical and non-technical audiences.
- Database management sufficient to maintain complex record systems.
- Customer services skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner in person, over the phone and in writing, as well as participate in discussions and communicate technical ideas and procedures to technical and non-technical staff and managers, also present recommendations and reports to senior managers.

Preferred Qualifications *(desired but not expected to have to enter job)*

- 3-5 years of experience in construction contracts, including solicitation, evaluation, and award. Extensive knowledge of government purchasing, bid procedures, contract rules, and their application to

contracting of construction repair and renovation services. This includes, but is not limited to a clear understanding of RFPs, change orders, contract award processes, prevailing wage reports, and when and how to process final payments.

- Ability to quickly learn new technologies as they are implemented, with clear understanding of terms and data.
- Expert knowledge in use of MS Office Professional Excel and Word to create tables, charts, documents and reports.
- Experience with e-Builder project management software system.
- Experience with Minnesota State Design & Construction online manual.
- Knowledge of Minnesota State proprietary accounting system.

***To be eligible to bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**