

State of Minnesota		EMPLOYEES NAME	
POSITION DESCRIPTION			
AGENCY/DIVISION			ACTIVITY
ADMINISTRATION/ENTERPRISE REAL PROPERTY PROGRAM			
CLASSIFICATION TITLE	WORKING TITLE (if different)		POSITION CONTROL NUMBER
STATE PROGRAM ADMINISTRATOR MANAGER SENIOR			
PREPARED BY	PREVIOUS INCUMBENT		APPRAISAL PERIOD
EMPLOYEES SIGNATURE (this position description accurately reflects my current job)	DATE	SUPERVISORS SIGNATURE (this position description reflects the employee' current job)	DATE

<p>POSITION PURPOSE</p> <p>To provide administrative, consultative, coordinative and directional management for the State Enterprise Real Property Program to meet State agencies business needs Statewide, and ensure system tools including the Archibus system are maximized to meet enterprise program strategies and objectives based on those business needs.</p>
<p>REPORTABILITY</p> <p>Reports to: Assistant Commissioner, Facilities Management Services</p> <p>Supervises: Enterprise Real Property staff as applicable</p>
<p>DIMENSIONS</p> <p>Budget: FY15/16 - \$1,348,000 plus agency contributed funds as applicable</p> <p>Clientele: Nineteen State agencies responsible for the operation, maintenance and preservation of real property under their custodial control consisting of over 5,000 facilities containing over 30 million square feet of space and over 3 million acres of land</p> <p>Enterprise Real Property Governance Team, Enterprise Real Property Executive Team, Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) and applicable work groups</p> <p>State of MN legislature</p> <p>Other stakeholders and general public</p>

POSITION
DESCRIPTION B

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Provide leadership, strategic planning integration, implementation and direction for the Enterprise Real Property Program (40% time)

- a) Develop, coordinate and direct enterprise policies, procedures and systems to improve performance outcomes across all agencies
- b) Set enterprise standards in the core areas of CAD drawings, space management, building operations, facility condition assessment and move management
- c) Develop and provide performance measurement and evaluation systems
- d) Provide technical direction and supervision to agency managers, supervisors and technical staff responsible for their agency real property
- e) Develop and prioritize enterprise objectives based on business needs across agencies and prepare operational plans in consultation with agency members
- f) Coordinate and integrate agency operational work plans to ensure successful implementation by developing strategies, setting timeframes, allocating resources and providing documentation and communication
- g) Meet with agency members to review work plan objectives and allocate enterprise resources to meet objectives s applicable
- h) Support agencies in change management by communication, listening and negotiating
- i) Mediate and facilitate solutions to sensitive issues that may arise across the enterprise and between agency members
- j) Identify program problem areas, issues and resolutions to balance the needs of the enterprise and agency members
- k) Develop strategies to implement changes in program standards, policies and procedures
- l) Establish and assemble work groups and develop strategies and work plans to achieve goals and objectives of the work groups
- m) Prepare scope of work for request for proposals (RFP) for vendor contracted services, establish RFP evaluation criteria and scoring, assemble evaluation teams, coordinate and oversee evaluation process, conduct vendor interviews, approve and execute contracts, manage contracts through receipt of deliverables and payment approvals

Provide enterprise budget initiatives, management and oversight (20% time)

- a) Develop and recommend budgetary requests
- b) Establish fiscal year budgets based on enterprise program strategies and needs
- c) Monitor and manage enterprise budget and document changes as applicable
- d) Allocate budget resources to meet enterprise and agency objectives
- e) Make budget changes as appropriate
- f) Prepare and submit budget information and documents as required
- g) Review invoices, approve payments and resolve billing issues

Provide coordination and representation internally and externally to meet and advance State of Minnesota business objectives for the Enterprise Real Property Program (40% time)

- a) Develop and recommend enterprise initiatives to advance program outcomes
- b) Coordinate and schedule meetings, establish agendas, distribute meeting notes as applicable for Governance Team, Executive Committee, METT, IT Work Group and other policy work groups as established from time to time
- c) Provide status reports to Admin management, Governance Team, Executive Team, METT Minnesota Enterprise TIFM Team (METT), IT Work Group

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- d) Act as liaison between State agencies, the enterprise and MN.IT, local units of government and contract providers
- e) Represent the State of Minnesota nationally in matters of the enterprise and system tools
- f) Ensure compliance with state and federal legislation and regulations
- g) Provide legislatively mandated reports including but not limited to the Land Inventory Report, Facility Condition Audit Report and reports mandated from time to time

RELATIONSHIPS:

- a) The position works with directors, business managers, supervisors and program staff of State agencies having custodial control of real property and relationships are dependent on the positions competency and experience, and forming alliances of collaboration.
- b) The position works closely with Enterprise Real Property program staff and good relationships are dependent on setting expectations and working in an open cooperative manner in which contributions are valued.
- c) The position exchanges information and consults with other divisions within the department, such as Plant Management Division, Materials Management Division, and Financial Management and Reporting and relationships depend on imparting accurate and timely information.
- d) The position works closely with the department's chief information officer, MN.IT account manager and other MN.IT program staff requiring objective open dialogues so that IT systems meet agency business needs.
- e) The position interacts with IT system business partners in contract matters and to resolve issues.
- f) The position interacts on a national level relating to enterprise policies, procedures and system matters.

KNOWLEDGE, SKILLS AND ABILITIES:

- a) Knowledge of principles of administrative management sufficient to plan, organize, and direct human and fiscal resources to achieve full productivity under changing circumstances
- b) Knowledge of legislative processes, procedural and political, sufficient for budgetary preparation and administration of appropriate funds
- c) Knowledge of strategic planning sufficient to guide critical resource and program activity decisions through processes that include many levels within and outside the agency
- d) Knowledge of project administration sufficient to analyze cost-benefit considerations, design, plan, establish time and cost controls, monitor progress and evaluate project results
- e) Knowledge of agency's organizational responsibilities, mission, vision and values and legislative mandates sufficient to recognize issues and identify solutions.
- f) Knowledge of building operations, maintenance and preservation sufficient to develop and implement enterprise policies, procedures and standards statewide
- g) Knowledge of building systems including but not limited to mechanical, electrical, plumbing, energy and infrastructure sufficient to develop and implement enterprise policies, procedures and standards statewide
- h) Knowledge of Total Infrastructure Facilities Management (TIFM) systems to develop and recommend utilization to meet business needs

- i) Human relations skills sufficient to build networks across state agencies to effectively persuade program customers and stakeholders; and to deal effectively with complex and oftentimes competing relationships and varying agendas on a statewide level
- j) Human relation skills sufficient to understand, develop, motivate, collaborate with, persuade, and lead others
- k) Effective presentation, group facilitation, and public speaking skills sufficient to professionally represent programs and address various and diverse external and internal groups and organizations and customers
- l) Analytical skills sufficient to conduct policy and programs analysis, management analysis or fiscal analysis
- m) Negotiation and mediation skills sufficient to resolve differences between competing or different positions and to influence the endorsement, acceptance and priority for agency positions and policy
- n) CAD skills sufficient to recommend and implement enterprise standards statewide
- o) Ability to build consensus on often sensitive issues, create win-win situations to resolve disagreements and disputes, and lead the discussion of program objectives and needs
- p) Ability to evaluate the effectiveness of programming and make recommendations for changes
- q) Ability to interpret, evaluate and assess the impact of policy, legislative, and legal changes that impact the program
- r) Ability to conduct focused research, such as public policy and/or financial issues, to generate accurate data for the program and legislative decision making
- s) Ability to write reports, publications and memoranda sufficient to clearly communicate to a diverse audience
- t) Ability to work collaboratively to develop strategic directions for programs and processes that are supported by sound analysis
- u) Ability to solve problems in a manner that is sensitive to organizational structures, cultures and practices as well as the needs of groups and individuals
- v) Ability to budget for programs and projects

PROBLEM SOLVING AND CREATIVITY

This position requires problem solving on a daily basis, involving problem identification, fact finding and analysis, arriving at possible solutions, making a decision on what course should be taken, implementation and monitoring, and recording outcomes. Problem solving is accomplished at both program and administrative levels.

FREEDOM TO ACT:

This position has the ability to develop, vet and initiate policies, procedures and standards and changes and allocate resources to effectively accomplish enterprise program strategies, goals and objectives that meet enterprise and State agency real property needs Statewide. This position also has the authority to resolve differences and conflicts between competing priorities and influence the endorsement, acceptance and priority that best meets the State's needs.

The responsibility and tasks of this position are performed with a high degree of independence within the framework of applicable statutes and laws, departmental rules, regulations, policies and values. Contacts for information and/or approvals are made as necessary.