



Position Profile: Enterprise Real Property (ERP) Program Manager

The Enterprise Real Property Program Manager is responsible for directing the state’s enterprise real property efforts to meet State agencies’ business needs and ensure the ARCHIBUS system and other system tools are maximized to meet enterprise objectives.

The Team: Enterprise Real Property Program

ERP is comprised of nineteen (19) State agencies that have responsibility for managing real property. The governance structure for ERP was formed to provide a transparent, results-oriented collaboration responsible for and knowledgeable of facility management. The team:

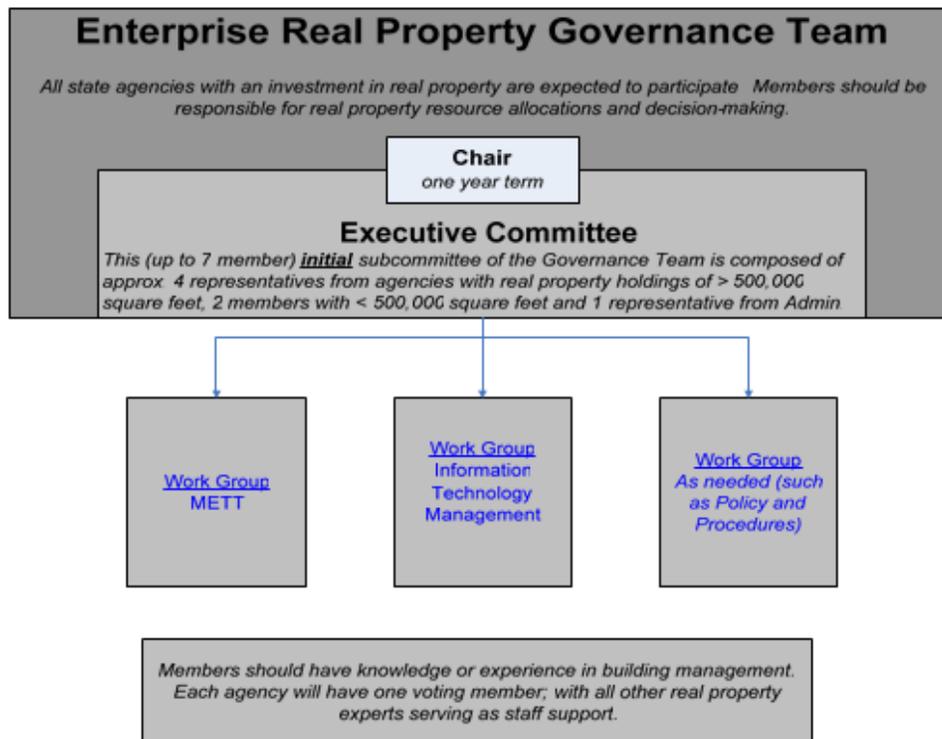
- Analyzes common facility information to make effective enterprise management decisions
- Sets and monitors standards and performance goals for enterprise real property
- Communicates, supports, and sponsors legislative initiatives pertinent to property operations
- Maximizes State resources to support property management

Key business partners for ERP include Mn.IT Services, which is the Information Technology (IT) agency for Minnesota state government’s executive branch and is responsible for providing application support.

The Work: A Snapshot of Enterprise Real Property Program in Minnesota

ERP was formed for the purpose of operating and managing State real property of approximately 31 million square feet in 5,500 buildings and 3.1 million acres of land. To advance business needs, ERP utilizes a web-based software system (ARCHIBUS) for enterprise facility management.

The structure and relationships are shown below:





Program Milestones

- **April 2005:** Governor’s Executive Order issued in set forth that the Commissioner of Administration:
 - Create an enterprise-wide strategy for managing real property
 - Develop plans, policies, and guidelines to implement the enterprise-wide strategy
 - Recommend a web-enabled, computer-aided facilities management (CAFM) system
- **February 2006:** Steering Team published RFP for CAFM system to support business needs
- **May 2007:** Funding appropriated
- **February 2008:** Implemented ARCHIBUS software
- **March 2008:** Minnesota Enterprise Total Infrastructure Facilities Management (TIFM) Team (METT) assembled
- **April 2008:** Governance Team assembled
- **June 2009:** ARCHIBUS modules in place and ready for data population
- **December 2009:** Charter approved
- **April 2011:** Upgraded to ARCHIBUS version 18.2
- **March 2013:** Statewide Facility Condition Audit (FCA) process established
- **June 2013:** Upgraded to ARCHIBUS version 20.2
- **Fall 2015:** Planned upgrade to ARCHIBUS version 21.3

ERP Program Manager’s Important Leadership Role

The purpose of the ERP Program Manager position is to provide leadership, direction, and change management support for ERP activities. Responsibilities envisioned for this position include:

- Overseeing the reporting needs and requirements related to the Real Property system (ARCHIBUS) and establishing statewide reporting systems that meet program needs, legislative reporting requests and requirements, and real property asset information for capital budgeting.
- Providing coordination among the 19 agencies with custodial control of real property in Minnesota with respect to facilities management (FM) goals, priorities, and standards.
- Researching and identifying change and efficiency opportunities based on data that now resides in the ERP system — such as space utilization, building maintenance best practices, lease information, property dispositions, facility planning, condition assessments, etc.
- Creating and leading a governance group or ‘community of best practice’ among the custodial agencies.
- Representing the business side requirements as upgrades and changes are considered for the ERP system.

What We’re Looking For: Qualifications

Qualified candidates will have three years’ experience with real property, including building operations, maintenance, and preservation, as well as experience developing and implementing enterprise policies, procedures, and standards involving real property portfolio management. Experience will include executive leadership which demonstrates the basic qualifications below.

Basic Qualifications

The individual in this position should have expert-level knowledge of the following:



- Experience with the ARCHIBUS Total Infrastructure Facilities Management (TIFM) system as a business tool
- State government and public administration
- Budget development and monitoring
- Generally accepted accounting principles, as well as state accounting and financing
- Legislative process and public policy development

In addition, the individual in this position should have the following skills:

- Strategic planning, visioning, and policy analysis
- Oral and written communication
- Interpersonal communication and human relations
- Problem solving

Duties, Responsibilities, and Expectations

A full list of duties, responsibilities, and expectations can be found in the [complete Position Description](#).

Why Admin? About the Minnesota Department of Administration

The ERP Program Manager is a key leader within the Minnesota Department of Administration. In that capacity, they work closely with the Commissioner and other senior leaders to tackle a variety of issues and make strategic decisions that have both agency and statewide impact.

Admin at a Glance: The Best Value in Government Administrative Services

Admin manages numerous core administrative functions of state government. This includes:

- Purchasing of goods and services
- Facilities and grounds management
- Vehicle and property leasing
- Risk management and workers' compensation
- And much more...

Across all of these areas, the agency's mission is to **provide the best value in government administrative services**. This mission is accomplished through commitments to:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

The agency has a \$176.5 million annual operating budget and approximately 460 full-time employees.

Minnesota: A Great Place to Work and Live

Minnesota is home to 5.5 million people, with 3.5 million living in the greater Minneapolis-St. Paul metropolitan area. Admin is located in the Capitol City of St. Paul. Minnesota has one of the nation's most thriving economies.



Minnesota State Government is the largest employer in the state of Minnesota, employing over 50,000 diverse and talented employees in more than 100 state agencies, boards, commissions, colleges, and universities. The state workforce is distributed across the entire state, with employees reporting to workplaces in 86 of Minnesota's 87 counties.

Minnesota is consistently rated as one of the best places to work, live, and raise a family. The state is comprised of many diverse communities that enjoy high quality of life, a superb education system, beautiful natural surroundings, and a rich array of cultural and recreational opportunities.

Rich Culture

Renowned theater, music, and visual arts centers make Minnesota home to one of the most vibrant arts scenes in the country. Notable museums include the Minneapolis Institute of Arts, Walker Art Center, Minnesota Science Museum, Minnesota Children's Museum, and the University of Minnesota's Weisman Art Museum. History buffs will want to visit the Minnesota History Center, Mill City Museum, and many other sites operated by the Minnesota Historical Society.

Those who favor opera, ballet, theater, chamber music, orchestra, jazz, or comedy can enjoy performances by both local and visiting companies year round. The Guthrie Theater, Minnesota Orchestra, and St. Paul Chamber Orchestra have international reputations.

A Wide Range of Recreation Options

Sporting events and recreational activities are plentiful throughout Minnesota. The Twin Cities are home to major-league sports teams including the Twins (baseball), Vikings (football), Timberwolves (men's basketball), Lynx (women's basketball), Wild (hockey), and more.

Minnesota also boasts the title of "land of 10,000 lakes" and is a playground for outdoor enthusiasts. Rivers, lakes, parks, and recreational facilities provide access to a wide selection of activities such as fishing, biking, boating, hiking, skiing, skating, swimming, and much more. Minnesota has 72 state parks and 58 state forests, plus two national forests.

The Minnesota Zoo and the Como Zoo, and the Minnesota Valley National Wildlife Refuge provide excellent opportunities to observe and learn about nature and our environment. Shoppers will find stores and malls galore ranging from quaint antique shops and specialty boutiques to nationally recognized stores and outlet malls – plus the nation's largest shopping center, the Mall of America, just minutes from the Twin Cities.

Both Minneapolis and St. Paul have vibrant downtowns that are easily accessible by car, bus, and light rail.

A Leader in Education

Minnesota's schools are consistently ranked top in the nation. From pre-kindergarten to higher education, excellent educational opportunities await in Minnesota.

The Twin Cities area has over 15 colleges and universities, as well as a number of specialty trade programs and vocational institutes. Elementary and secondary education options include public schools with traditional, magnet, or language immersion programs, charter schools, and private schools.



Summer programs for children and toddlers through teens are numerous and allow children to explore camping, music, foreign languages, arts, and sports.

Accessible Housing and Transportation

The Twin Cities are easily reached from anywhere in the world. The metropolitan area is served by the Minneapolis/St. Paul International Airport, seven public airports, and the Amtrak passenger railroad. Travel in and around the Twin Cities is facilitated by Metro Transit, an accessible and efficient mass transit system with an extensive bus network and light rail line. Housing options at various price ranges are readily available throughout Minnesota.

Compensation and Benefits

Compensation is based on experience and includes participation in a comprehensive benefits plan. The State of Minnesota benefits plan supports meaningful work and living across four key areas: health and wellness, financial well-being, professional development, and work/life balance. Visit the [State Employee Group Insurance Program website](#) to learn more about benefits.

A Commitment to Diversity and Inclusion

At the State of Minnesota, we recognize that a diverse and inclusive workplace is essential to providing culturally responsive and effective services. We strive to ensure that our workplace is representative of our Minnesota communities and commit to treat every employee with fairness and respect; we expect our employees to do the same for those we serve.

Equal Employment Opportunity

During our application process, the State of Minnesota will ask applicants about their gender, race, disability, or veteran status in an effort to ensure that the application and hiring process is fair and equitable for all. All applicants are considered for employment based on job qualifications without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, or veteran status.