

The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED's mission is simple: to empower the growth of the Minnesota economy, for everyone.

Our state's economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences.

We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day.

At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious.

**Working Title: Facilities and Safety Supervisor**  
**Job Class: Office Services Supervisor 1**  
**Agency: Department of Employment and Economic Development**

- **Job ID:** 71439
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for expressions of interest and for all qualified job seekers simultaneously. Expressions of interest should be submitted by 11/27/2023.
- **Date Posted:** 11/18/2023
- **Closing Date:** 11/27/2023
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Economic Dev-MMA
- **Division/Unit:** State Services f/t Blind / SSB Comm Ctr/Seniors SVS X
- **Work Shift/Work Hours:** Day Shift, 7:30am-4:00pm
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, 5%
- **Salary Range:** \$22.07 - \$30.48 / hourly; \$46,082 - \$63,642 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Nonexempt
- **Telework Eligible:** Yes, this position may be eligible to telework one (1) day per week
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

**Make a difference in the lives of Minnesotans.**

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

**Job Summary**

This position serves to act as the facilities and safety supervisor for the State Services for the Blind (SSB). This position supervises the mailroom and front desk staff, and drivers for SSB. The position is responsible for assisting SSB leadership in facilities-related decision-making; planning and executing projects, including remodeling and other rearrangements; reviewing and recommending updates to facilities policies; fostering coordination with building management, partner organizations, DEED staff and facilities-related vendor management. This position manages SSB's fleet of vehicles. This position also serves as SSB's Continuity of Operations (COOP) Coordinator. This position provides fiscal and administrative support to SSB.

## **Minimum Qualifications**

**To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and/or preferred qualification listed, including dates of employment.**

Experience as a supervisor or lead worker who has directed the work of other team members.

Customer service skills sufficient to provide courteous, professional assistance in person, in writing and on the phone.

Accuracy and attention to detail, organization and ability to meet deadlines.

Proficient in the use of Microsoft products and email.

Effective communication skills to convey ideas and information clearly.

Problem solving skills and ability to handle multiple priorities under stress.

## **Preferred Qualifications**

Fleet management experience.

Facilities Experience.

Experience with Procure It.

Safety coordination experience.

Emergency Management/COOP experience.

Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

## **Physical Requirements**

Move up to fifty (50) pounds

## **Additional Requirements**

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status).

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Amber Yang at [amber.yang@state.mn.us](mailto:amber.yang@state.mn.us).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Amber Yang at [talent.acquisition.deed@state.mn.us](mailto:talent.acquisition.deed@state.mn.us).

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at [Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us). Please indicate what assistance is needed.

## About Department of Employment and Economic Development

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DEED Is a Yellow Ribbon Agency. A Yellow Ribbon organization unites and coordinates all key areas within an organization to create a comprehensive network to proactively support servicemembers, veterans and military families.

## Why Work for Us

### Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

#### A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

## Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

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### **AN EQUAL OPPORTUNITY EMPLOYER**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations 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](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and indicate what assistance is needed.