

Working Title: Assistant Contracts Specialist
Job Class: Rehabilitation Program Specialist 1
Agency: Department of Employment and Economic Development

- **Job ID:** 94137
- **Location:** St. Paul
- **Telework Eligible:** Yes, may be eligible for some telework
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 06/16/2026.
- **Date Posted:** 06/10/2026
- **Closing Date:** 06/22/2026
- **Hiring Agency/Seniority Unit:** Department of Employment and Economic Development / MAPE
- **Division/Unit:** State Services for the Blind
- **Work Shift/Work Hours:** Day Shift, 8:00AM - 4:30PM
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, up to 5% of the time
- **Salary Range:** \$30.23 - \$44.48 / hourly; \$63,120 - \$92,874 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - Minnesota Association of Professional Employees
- **FLSA Status:** Nonexempt
- **[Designated in Connect 700 Program for Applicants with Disabilities:](#)** Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

The State Services for the Blind (SSB) Assistant Contracts Specialist supports the effective administration of all formal agreements with SSB's community partners. Serving as the primary point of contact for contract-related inquiries, this position ensures consistent communication, accurate documentation, and smooth contract operations across the agency.

The role is responsible for tracking contract lifecycles, coordinating amendments and annual background checks, maintaining contract documentation in SharePoint, and supporting procurement activities. The incumbent also leads the contract monitoring process, ensuring reviews are completed, findings are documented, and results are communicated to leadership and contractors.

This position maintains the Community Partner webpage and handbook, manages GovDelivery communications, and coordinates quarterly community partner forums to support engagement and information-sharing.

This position requires monthly travel throughout greater Minnesota to provide on-site servicing for providers.

This position is [telework](#) eligible. Staff are provided with the tools and equipment to be successful in a virtual work environment. Please note, the telework policy could change with notice based on business needs.

This posting may be used to fill multiple positions.

Minimum Qualifications

Please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for this position.

Two (2) years of experience performing administrative, program, or contract support work that includes responsibility for tracking, documentation, compliance, or coordination.

Applicants that meet the above minimum qualification will be further evaluated on the following:

- Experience in a vocational rehabilitation, disability employment, or related human-services program, including case coordination or service delivery.
- Experience writing reports, case notes, or formal correspondence and presenting information to diverse stakeholders, such as clients, providers, leadership, or community partners.
- Experience supporting procurement or contracting activities, such as vendor onboarding, contract monitoring, purchase requests, or compliance documentation.
- Experience working with community partners, vendors, or contractors in human services, rehabilitation, or blindness/low-vision service settings.

Preferred Qualifications

- Experience conducting or supporting monitoring, compliance reviews, audits, or evaluations of contracted service providers.
- Experience coordinating meetings, forums, or trainings, including preparing agendas, taking minutes, and managing participant communication.
- Experience maintaining webpages or using communication platforms such as GovDelivery, intranets, or public-facing content tools
- Knowledge of methods, tools, and techniques used to provide services for blind, low-vision, or DeafBlind individuals.
- Experience using SharePoint or similar document-management systems, including organizing, updating, and maintaining program materials.
- Experience assisting with Request for Proposal (RFP) evaluations, contract performance reviews, or similar structured evaluation processes.
- 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.

Additional Requirements

A job offer will be contingent upon successfully passing a background check. The background check may consist of the following components:

- Criminal Background Check
- Employment Records Check (current and former State employees only)
- Employment Reference Check
- Conflict of Interest Review
- Driver's License and Records Check

The Minnesota Department of Employment and Economic Development will not sponsor applicants for work visas. All applicants must be legally authorized to work in the U.S.

This position requires an Adjustment to Blindness immersion training program. The immersion experience helps new employees understand what's possible for people who are blind, DeafBlind or low vision by allowing them to experience it for themselves. The training takes place at an Adjustment to Blindness training center and can run up to 6-7 weeks.

How to Apply

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

Connect 700 Program

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 Talent Acquisition at talent.acquisition.deed@state.mn.us.

Veterans

To be considered with [Veteran's Status](#), you MUST indicate this on your application and submit a copy of your DD-214 form and other required documentation to talent.acquisition.deed@state.mn.us by the closing date.

[Recently Separated Veterans \(RSV\)](#): Effective July 1, 2009, legislation provides that the top five RSV applicants who apply and meet the qualifications for a vacancy shall be granted an interview.

[Certain Disabled Veterans](#): Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a non-competitive basis.

See the above links for criteria and eligibility.

Current State Employees

- Please apply via Self Service.
- If eligible for bidding or expression of interest: This vacancy will be open for bids/expression of interest and all qualified applicants simultaneously. Current employees of DEED who are currently in the same classification, who are eligible, and apply within the seven (7) day period will be considered prior to filling the position by other means.

Contact

If you have questions about this position, contact Alex Roberge at alex.roberge@state.mn.us

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF

- Diabetes care
- Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

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.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.

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. Please indicate what assistance is needed.