

Employment Opportunity with the State of Minnesota

Date Posted: 08/27/2010 Closing Date: 09/03/2010

Job Classification: OFFICE & ADMIN SPEC SR

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 15.22 - \$ 20.59 hourly, \$ 31,779 - \$ 42,992 annually

Who May Apply: Open to all qualified job seekers.

Posting Number: 10HFA000016

Work Shift: Day Shift Travel Required: no

Days of Work: Monday-Friday , 8:30 am-5:00 pm Employment Condition: Permanent, Full-time

Classified Status: Classified

Job Duties: Provide administrative support to the Assistant Commissioner for Programs, the Assistant Commissioner for Multifamily and the five multifamily managers. Under general supervision, provides strong administrative support for change initiatives and for ongoing business that is critical for the leadership team in multifamily. The type of support will include providing accurately prepared documents in a timely manner and any special project documents as requested by the leadership team. The incumbent will also manage the state contract and RFP process as requested, compiling documents as needed and obtaining approvals through appropriate vendors. The incumbent will also secure travel arrangements for multifamily leaders and prepare any reimbursement/expense forms as required. The incumbent will also order miscellaneous publications and facilitate management staff requests for training and registration as directed.

Provide administrative support for the Multifamily Moving Forward Reorganization Project. This will include administering key support activities to ensure timelines are met and information is accurate. Collecting and analyzing data for administrative reports. The incumbent also prepares agendas and information packets for meetings and seminars.

**Minimum
Qualifications:**

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Math

Typing/Keyboarding 50(wpm)

Data Entry

English (speaking and/or writing and/or reading orally)

Database Management

Strong Microsoft Office knowledge and experience

Customer Service Skills (phone, in person, public presentations)

Development of administrative and programmatic procedures

Knowledge and experience in travel management and reimbursement procedures

Excellent time management skills

A qualified candidate will have at least three years of relevant administrative support/administrative assistant experience in a business office.

Requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. May have to carry objects/folders and boxes of up to 25 pounds at a time.

**Preferred
Qualifications:**

A qualified candidate will meet all of the above minimum qualifications plus preferred qualifications below.

A qualified candidate will have an associates (two-year degree) in Business Administration, Office Administration, Public Administration, Finance or related degree plus three years of strong administrative support/administrative assistant experience in a business office; or five years of progressive experience as an office administrative assistant/administrator.

Understands and applies basic math, business and/or finance principles to the recording of business transactions and events.

Have experience in records management policies and/or procedures.

Ability to take personal responsibility for meeting business targets despite changing business conditions.

Demonstrates a high regard for accuracy and consistency.

Works collaboratively with others.

Selection Process:

The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply: You are strongly encouraged to submit your resume to the database through the online Resume Builder at <<https://statejobs.doer.state.mn.us/ResumeBuilder>>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with this posting and future job openings to which you apply.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the Apply for this job box found near the bottom of this announcement.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

Contact for more info: Anne Thomson , 651-296-2541 / anne.thomson@state.mn.us

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).