



DEPARTMENT OF TRANSPORTATION

Grants & Contracts Coordinator | Up to \$94,001/annually

Are you looking for an exciting opportunity to get your foot in the door with State of MN?
If so, come join our team at MnDOT in **St. Paul, MN!**

This is a temporary unclassified position for a period of 1 year with possibility to extend. This position will have the flexibility to telework, work a hybrid schedule, or work in the office. The incumbent will be required to make a telework arrangement with their supervisor. The incumbent may be expected to work in the office on occasion.

Our **Grants & Contracts Coordinator** position exists to coordinate, analyze, and monitor active transportation, Safe Routes to School, and related contracts and grants that support local, state, and federal programs in the Office of Transit and Active Transportation. The responsibilities for this position include:

- Working with staff in the Active Transportation Unit to ensure the grant contract process is successful and considered all aspects of administration, from beginning to closeout.
- Contract administration, financial analysis, and coordination, supporting contract and amendment drafting and review, database development and management, research, policy and procedure development, and coordination across programs.
- Responsibility extends to withholding services and/or corrective action in cases of non-compliance.
- General technical guidance may be received from other employees in the Office including program planners and coordinators, contract and administrative staff, and legal and finance staff.
- Performs other duties as required.

WHY WORK FOR US:

We offer excellent employee benefits, such as low-cost health & dental insurance, & affordable dependent coverage. Here are some of our amazing benefits:

- 12 paid holidays per year
- Earn up to 29 paid vacation days a year
- Earn 13 days paid sick time
- Defined pension plan
- Paid life insurance
- Paid parental leave available

MINIMUM QUALIFICATIONS:

Two years of advanced professional experience in administering statewide programs.

Experience must also demonstrate the following:

- Experience with grant principles and practices to enable analysis and coordination of the activities of program coordinators, project managers, grantees, and other staff.
- Experience with contract management, administration, and establishing best practices.

A Bachelor's or Master's degree in Public Administration, Planning, Business, Finance substitutes for six months of advanced professional experience.

APPLY ONLINE BY 4/3/2024:

1. Go to www.mn.gov/careers & click "**Search Open Positions**"
2. Enter the Job Opening ID "**74912**" in the Keywords search box & click ">>"
3. Click on the Job Title to view the job posting & click "**Apply for Job**"

4. When prompted for your **Referral Source**, please list: **Ellen**

Only applications received on mn.gov/careers will be considered.

Check out all our exciting MnDOT job opportunities by visiting & applying directly at:

www.dot.state.mn.us/careers/

Contact **Ellen Behrhorst (MnDOT Recruitment Specialist)** for additional information:

Ellen.Behrhorst@state.mn.us | 612.346.8330