



# DEPARTMENT OF TRANSPORTATION

## State Aid Programs Manager | Up to \$98,240/annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our MnDOT team at our **Water's Edge location in Roseville, MN!**

*This position has the flexibility to work in the office or a hybrid schedule. The incumbent will be required to report onsite at least once/month but may be required to work onsite more depending on business needs. If working a hybrid schedule, the incumbent will be required to make a telework arrangement with their supervisor.*

Our **State Aid Programs Manager** position will direct and manage various Metro State Aid special programs including, but not limited to the following: Fund Reimbursements; Project Finalization of all locally initiated projects in State Aid, Federal Aid, and Municipal Agreement Units. The responsibilities for this position also include:

- Coordinates and oversees Master Contracts and Agreements for Metro District State Aid Master Partnership program
- Manages the development of the Metro State Aid Web Page
- Manages the public relations program
- Plans and implements training opportunities
- Reviews project documentation, determining appropriate funding source, approve payments, and manage reimbursements
- Develops educational materials and technical documents

**WHY WORK FOR US? Click here to check us out:** <https://mn.gov/mmb/careers/why-work-for-us/>

**WHAT'S IN IT FOR YOU?** We offer excellent employee benefits. Here are some of our amazing benefits:  
**Health & Wellness:** Medical, dental, prescription drug, & vision coverage with affordable dependent coverage; Health & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources

**Financial Well-Being:** Public pension plans, deferred compensation plan & health care savings plan; Life, short & long-term disability, AD&D insurance & paid parental leave

**Professional Development:** Tuition assistance, employee education, leadership development

**Work/Life Balance:** Vacation & sick days including 11 paid holidays + 1 floating holiday, leave of absence

**At-Work Benefits:** Employee Resource Groups, employee recognition, employee activities, fitness center at Central Office

### Here are the minimum qualifications:

Two years of advanced professional (MAPE 10L or higher) experience that demonstrates:

- Experience developing technical documents such as processes and procedures for financial topics.
- Accounting experience sufficient to review project documentation, determine appropriate funding source, encumber funds, approve payments, and manage reimbursements.
- Experience utilizing tools used to perform complex financial analysis such as Excel spreadsheets and/or databases.

A Master's or Bachelor's degree in accounting, business, finance, or project management may substitute for six months of advanced professional experience.

**APPLY ONLINE BY 8/8/2024 (only applications received on [mn.gov/careers](https://mn.gov/careers) will be considered)**

1. Go to [www.mn.gov/careers](https://www.mn.gov/careers) & click “**Search Open Positions**”
2. Enter the Job Opening ID “**78792**” 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**

**Check out all our exciting MnDOT job opportunities by visiting & applying directly at:**  
[www.dot.state.mn.us/careers/](https://www.dot.state.mn.us/careers/)

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