

MUNICIPAL BUILDING COMMISSION (MBC)

350 South 5th Street, Suite 105

Minneapolis, MN 55415

Title: Project Coordinator

The MBC is funded jointly by the City of Minneapolis & Hennepin County, and manages the care and control of the Minneapolis City Hall/Courthouse. This position will provide agency wide administrative and analytical support; oversee annual operating and capital budget processes, administer contracts and requests for proposals.

Job Functions:

Prepare annual operational and capital budgets according to City of Minneapolis and Hennepin County guidelines and revenue targets and create presentation materials. Monitor budgets to prevent overspending, and estimate year-end spending to determine available budget authority for special or unplanned projects. Facilitate monthly finance and administrative meetings.

Write, assemble, and coordinate requests for proposals, professional services contracts, and grant applications. Maintain agency contract files. Obtain necessary approvals from legal and procurement departments. Monitor contractors' compliance with contract terms and conditions. Research, plan and develop policies, procedures, and service redesigns. Consult state laws and city and county ordinances and policies to ensure conformance and legality.

Prepare agendas and memos for Board of Commissioners' quarterly meetings, record official actions and take minutes.

Monitor payroll information, calculate budget impact of wage and benefit proposals, update salary schedules. Facilitate requisition orders and ensure City policies and procedures are followed. Maintain and update website content, including building policies, procedures and events schedule. Complete annual state and federal reporting requirements, such as workers' compensation and pay equity data.

Administer financial aspect of building events and foodservice program.

Education/ Experience and Licenses/Certificates:

Bachelor's Degree in public administration, accounting, economics, political science or related field. Five years performing duties similar to those described above.

Knowledge, Abilities and Skills:

Strong writing and analytical skills; Knowledge of budget development and management. Working knowledge of Microsoft Xcel; Knowledge of contract and grant proposal preparation; Ability to read and interpret official specifications, regulations, ordinances, etc.

Additional Information:

Annual Salary Range: \$62,550 - \$78,133. Access to medical, dental, life insurance benefits, pension, 457 deferred compensation and pre-tax programs. A technology exercise and supplemental questionnaire may be required. Position has a six (6) month probation period.

Download an application from www.municipalbuildingcommission.org/jobs and submit to:

Theresa Baker, Theresa.baker@municipalbuilding.org
350 South 5th Street, Suite 105, Minneapolis, MN 55415.

Applications accepted until the position is filled. We are an Equal Opportunity Employer.