



SAINT PAUL
MINNESOTA



**DEPARTMENT OF
SAFETY AND
INSPECTIONS**
Procedures
Coordinator

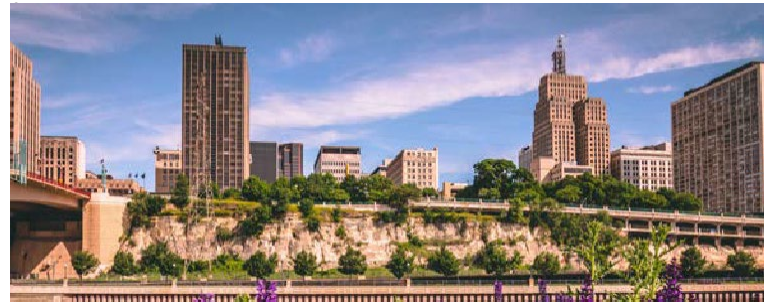


About this Position

This position works collaboratively with multiple stakeholders to maximize the potential of department specific technology solutions. The Procedures Coordinator will also be responsible for the creation, maintenance, and distribution of project lifecycle documentation.

Major Duties Performed Most of the Time

- Assess and analyze technology problems, troubleshoot issues, coordinate problem resolution and performance improvement plans with City Information Services.
- Design and implement procedural solutions and may design and coordinate software solutions.
- Develop appropriate procedures and processes in support of department-specific software.
- Create and maintain user guides, protocols and procedure manuals related to software systems.
- Provide technical support and training, identify and make recommendations to management regarding process and procedural improvements.
- Coordinate software development and improvement projects for the department.
- Recommend and implement process improvements.
- Assist in facilitation of cross-divisional business improvement efforts to improve and support customer service and staff efficiency and effectiveness.



City of Saint Paul At-a-Glance

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government.
- Kaohly Her is the 47th, first woman and first Asian- American mayor of the City of Saint Paul.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.

About the Department of Safety and Inspections (DSI)

The Department of Safety and Inspections (DSI) is a multi-disciplinary regulatory organization that works to promote safety and wellness where we live and work, prevent life and property loss, support neighborhood vitality, and promote equitable, innovative, and sustainable solutions that work for all.



Minimum Qualifications

Four years experience providing technical customer support services for department software applications and information systems. Proficient as a user in department specific software and other automated systems as identified by the department.

An Associate Degree in Business Administration, information services or a related field is preferred and may be substituted for up to two years of the required experience.

Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is **\$64,729.60 – 90,667.20** annually. Starting salary is dependent upon experience and qualifications.

City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

The Process

Submit your resume to www.stpaul.gov/jobs.

Additional information about the City of Saint Paul can be found at www.stpaul.gov.

