

**Job ID:** 87931 - Operations and Readiness Bureau Director / State Prog Admin Manager

**Location:** Blaine

**Full/Part Time:** Full-Time

**Regular/Temporary:** Unlimited

**Working Title: Operations and Readiness Bureau Director /  
State Prog Admin Manager  
Job Class: State Program Administrator, Manager  
Agency: Public Safety Dept**

- **Job ID:** 87931
- **Location:** Blaine
- **Telework Eligible:** No
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 08/08/2025
- **Closing Date:** 08/28/2025
- **Hiring Agency/Seniority Unit:** Public Safety Dept / Public Safety-Managerial
- **Division/Unit:** Homeland Security & Emer Mgmt / HSEM Management Deputy
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes - Up to 25% of the time
- **Salary Range:** \$40.26 - \$58.20 / hourly; \$84,062 - \$121,521 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **FLSA Status:** Exempt - Executive
- **Designated in Connect 700 Program for Applicants with Disabilities:** Yes

**The work you'll do is more than just a job.**

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

## **Job Summary**

As one of two bureau directors for the division, this position administers, directs and coordinates the activities of the operations and readiness programs. Major program management responsibilities include operational readiness, regional program coordination, critical infrastructure information, intelligence, hazardous and toxic chemical information, and interoperability. Serves as a member of the division's senior management team. Responsible for the performance and improvement of current programs, as well as development of new programs, processes, and policies to meet the goals and objectives of the division's strategic plan. Responsible for meeting major program performance measurements. Represents the agency by city, township, county, state, federal, and tribal nation government officials, as well as volunteer organizations and private sector businesses. Manages program finances and participates in the budgeting and legislative processes.

*The Department of Public Safety is unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment. DPS does not participate in E-Verify.*

## **Minimum Qualifications**

Five (5)\* years of professional experience in emergency management, or a closely related field (e.g. public safety, public health, disaster response, nonprofit disaster relief, military, or government administration).

Experience should include the following:

- Understanding of state and federal financial systems, including budgeting, grant management, or reimbursement processes.
- Familiarity with state budgeting and legislative processes, particularly as they relate to emergency management or public safety operations.
- Supervisory or management experience, including overseeing staff, managing budgets, or leading strategic initiatives.
- Strong analytical and problem-solving skills, with experience using data to inform decision-making and planning.
- Excellent written communication skills, including experience drafting reports, policy proposals, or funding justifications.
- Strong interpersonal and communication skills, with a demonstrated ability to build and maintain effective relationships across diverse stakeholder groups (e.g.

- government agencies, nonprofits, tribal partners, or community organizations.)
- Ability to work cooperatively with individuals from diverse backgrounds.

\*A bachelor's degree in Emergency Management or closely related field may substitute for twelve months of experience; master's degree may substitute for eighteen (18) months of experience.

## **Preferred Qualifications**

- Experience working in emergency management or a closely related field, including familiarity with HSEM programs and coordination with key stakeholder groups (e.g. government, nonprofits, or private sector).
- Knowledge of state and federal homeland security processes and programs, or demonstrated ability to quickly learn and apply these processes in an operational context.
- Ability to lead or support operations within an emergency operations center (EOC), including decision-making, coordination, and communication during incidents.
- Understanding of the National Incident Management System (NIMS), critical infrastructure sectors (lifeline sectors), and the Emergency Planning and Community Right-to-Know Act (EPCRA), or relevant equivalent experience/training.
- Proven ability to work as part of a leadership team, and effectively engage with partners at various levels of government, nonprofit organizations, and the private sector.
- Experience or training in one or more areas of emergency management, such as disaster response, operations support, recovery, preparedness, or training - especially in the context of all-hazard incidents.

## **Physical Requirements**

Requires occasionally moving and transporting 50-pound items and frequently moving and transporting objects such as heavy tools and heavy file boxes. This job may require positioning self to move to a significant degree across rough terrain or may involve maintaining a stationary position for extended periods.

## **Additional Requirements**

This position requires successful completion of the following:

## **Job ID: 87931 - Operations and Readiness Bureau Director / State Prog Admin Manager**

It is the policy of the Department of Public Safety that all employees submit to a background investigation prior to employment, includes the following components:

1. Criminal History Check
2. Reference Check
3. Driver's License Check
4. Drug Screen

*The Department of Public Safety is unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment. DPS does not participate in E-Verify.*

## **How to Apply**

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

## **Contact**

If you have questions about this position, contact Marcia Reding at [marcia.reding@state.mn.us](mailto:marcia.reding@state.mn.us) or [651-201-7296](tel:651-201-7296).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Marcia Reding at [marcia.reding@state.mn.us](mailto:marcia.reding@state.mn.us).

## **About Public Safety Dept**

The Minnesota Department of Public Safety (DPS) is a diverse, complex agency dedicated to serving communities across the state. DPS has 10 public facing and four support divisions with about 2,200 dedicated employees operating programs statewide that all have one goal: Building a safer Minnesota.

## **Working together to improve the state we love.**

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

## **Benefits**

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

### **Your benefits may include:**

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

### **Support to help you reach your career goals:**

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the

Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

**Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

---

## **EQUAL OPPORTUNITY EMPLOYERS**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

## **APPLICANTS WITH DISABILITIES**

Minnesota state agencies make reasonable accommodations to their employees and

**Job ID: 87931 - Operations and Readiness Bureau Director / State Prog Admin Manager**

applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.

For accommodations or questions about accessibility specifically relating to this job announcement, please email the Affirmative Action Division at [marna.johnson@state.mn.us](mailto:marna.johnson@state.mn.us) or call [651-259-1875](tel:651-259-1875).