

REPORT NO:13-4
DATE: 1/14/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director, Long Range Planning

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Review of proposed changes in duties and responsibilities duties to determine appropriate classification

DATE QUESTIONNAIRE SUBMITTED: 1/3/2013

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Jeremy Hanson-Willis, Director CPED

RECOMMENDATION: Establish the position as Director, Long Range Planning, (Appointed, Grade 15, 683 Points)

The Community Planning and Economic Development Department is expanding to four divisions as part of the reorganization they are going through. One of these divisions will be the Long Range Planning Division, which is a subset of the former Planning Department. The Division will maintain the City's comprehensive plan, guide development, partners in implementation, and oversee the public art program. The Division will deliver services while maintaining the Comprehensive Plan to ensure that Minneapolis remains the heart of the upper Midwest region as a premier City. The position under review will be the Director for the Division.

The duties and responsibilities will include the following:

- Manage and direct long-range planning and research staff in the development and implementation of the work plan of the Department and division.

- Develop strong partnerships/working relationships with other City Departments and develop the credibility and expertise of the long range/future planning functions within the City enterprise.
- Promote and implement transit-oriented development and traditional urban form as described in the City's comprehensive plan. Continue to ensure that the City is innovative in its planning policies and regulations.
- Provide leadership to the City continuing efforts to address the issues of poverty and unemployment among citizens.
- Work with the Mayor, City Council and City staff to establish annual priorities, which guide the division's budget process.
- Maintain contact with Elected and Appointed Officials on policy questions, respond to requests for research, discuss planning issues, and determine future planning projects.
- Respond to requests for information from the public, other governmental bodies, and the media.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position requires a Bachelor's Degree in Planning, Urban Design or a closely related field, and ten years of progressively responsible planning experience as a Public administrator and planner with some portion of the experience in a government related position, which has included three years of administrative or management experience. The successful candidate will have a proven record of knowledge of the theory and practice of City planning—urban principles and how they relate to comprehensive planning, City zoning and planning functions, capital planning, land use and development review, and budget administration—as well as experience in staff supervision, team building, and community interface.

A rating of **85 points** will be assigned. At this level the expectation is that the person hired has broad background in management and the theory and operations in the area of work.

DECISIONS AND ACTIONS

The position will be responsible for leading and managing long-range planning and research staff with the responsibility for integrating urban design principles into the City of Minneapolis' long range plans for housing, economic development and neighborhood planning. It will be responsible for promoting and implementing transit-oriented development and traditional urban form as described in the City's comprehensive plan. It will be responsible for continuing to ensure that the City is innovative in its planning policies and regulations. The position will need to provide leadership regarding the City's continuing efforts to deal with unemployment and poverty issues in the City.

A rating of **75 points** will be applied. At this level work is of considerable variety and complexity, usually involving all phases of a major function. In jobs at this level the incumbent

is expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems using advanced principles and techniques and considerable original thinking. Work is done under general supervision in accordance with broadly stated policies or principles. The job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization. Most work is of an advanced nature and calls for the exercise of independent judgment.

SUPERVISORY RESPONSIBILITY

The position will supervise Thirteen staff (City Planners and one Public Arts Administrator) engaged in long range planning and research efforts aimed at guiding development, and guiding the Public Arts program. A rating **15 points** is appropriate for the level supervision and will be assigned.

RELATIONSHIPS RESPONSIBILITY

The position will work in a political environment and must establish effective working relationships throughout the City enterprise and with external partners. It will need to work with the Mayor, City Council, and City leaders to establish priorities which influence the Divisions budget and processes. The position will require strong public communications skills and the ability to educate non-planning personnel and citizens regarding planning activities and issues. The position will require effective communication skills, with the ability to articulate a point or opinion, listen to feedback and incorporate other points of view

Relationships are very important in the position and the ability establish and maintain strong working relationships is vital. A rating of **75 points** is appropriate for the position. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. These jobs are typically at a level just below the highest executive in the department or unit to which the job is assigned. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss city policies. This level has frequent contact with the community business leaders regarding cooperative efforts, grants and other deployment issues.

WORKING CONDITIONS

The position will work in a normal office setting with some exposure to office equipment and computer keyboarding. A rating of **20 points** equivalent to most office based City positions will be assigned.

EFFORT

A rating of **65 points** is appropriate for the level of effort required in the job. At this level jobs are executives with wide ranging responsibility for planning, coordinating, and monitoring activities which requires mental effort and creates stress. This is an executive-level decision-making position routinely dealing with competing priorities that require the development of alternative recommendations, plans and solutions. The physical effort in these positions corresponds to that required in most executive positions working in an office environment.

CLASSIFICATION								
FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Housing and Policy Development (Appointed)	85	80	35	85	20	75	743	16
Director Economic and Policy Development	90	80	35	85	20	70	753	16
Deputy Director CPED (Appointed)	80	85	60	85	20	70	793	17
Director CPED (Appointed)	90	90	60	90	20	80	825	18
Director Planning (Obsolete)	90	80	30	85	10	70	748	16
PROPOSED CLASSIFICATION								
Director Long Range Planning (Proposed)	85	75	15	75	20	65	683	15

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

RECOMMENDATION: Establish the position as Director Long Range Planning (Appointed, Grade 15, 683 Points)

According to the Director CPED the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

- 1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.**

This position will report to the Department Director.

- 2. The person occupying the position must be part of the designated Department Head's management team**

This position will be part of the executive management team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or Department policy.**

This position will include these responsibilities.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

This position will not require technical expertise.

- 5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

DIRECTOR, LONG RANGE PLANNING (APPOINTED)

CODE: CXXXXX

REPORTS TO: Director, Community Planning and Economic Development

SUPERVISES: Public Arts Administrator, Manager Planning, Principal City Planner and Senior City Planner, Inspector Zoning II, and Support Staff

NATURE OF WORK

Lead and manage long-range planning and research staff with responsibility for integrating urban design principles into the City of Minneapolis' long range plan for housing, economic development and neighborhood planning.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Manage long-range planning and research staff to develop and implement the work plan of the department and division.
- Develop strong partnerships/working relationships with other City Departments and develop the credibility and expertise of the future planning functions within the City enterprise.
- Promote and implement transit-oriented development and traditional urban form as described in the City's comprehensive plan. Continue to ensure that the City is innovative in its planning policies and regulations.
- Provide leadership as the City continues to address issues of increasing poverty and unemployment among citizens.
- Work with the Mayor, City Council and City staff to establish annual priorities, which guide the division's budget process.
- Maintain contact with Elected and Appointed Officials on policy questions, respond to requests for research, discuss planning issues, and determine future planning projects.
- Respond to requests for information from the public, other governmental bodies, and the media.

MINIMUM EDUCATION: Bachelor's Degree in planning, urban design, urban affairs or equivalent

MINIMUM EXPERIENCE: Ten years of progressively responsible planning experience as a Public administrator and planner with some portion of the experience in a government related position, which has included three years of administrative or management experience.

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS:

- Extensive knowledge of the theory and practice of City planning and professional organization management.
- Knowledge of comprehensive planning, zoning and planning functions; capital planning; land use and development review; budget administration; staff supervision and team building.
- Knowledge and experience in social geography relating to urban issues including neighborhood building and community interface.
- Knowledge and understanding of urban design principles and how they relate to long-range planning efforts.
- Ability to work in a political environment and establish effective working relationships.
- Ability to educate non-planning personnel and citizens regarding Planning activities and issues and effectively communicate the anticipated outcome.
- Ability to work closely with other Departments to integrate planning into the policy and budgets of those departments.
- Strong leadership skills; consensus and team building skills; excellent oral and written communication skills; and good interpersonal and managerial skills.
- Ability and commitment to develop and promote a diverse productive work environment and to lead, manage and supervise diverse teams and individuals in a large organization;
- Ability to work effectively within the diverse communities that reside, and work in the City.
- Ability to manage, coordinate and implement programs with staff from multiple departments and businesses; interacts with management of other departments and divisions to accomplish goals;
- Ability to develop long range plans and programs and the ability to look for ways to proactively accomplish goals and objectives through planning, process improvement and innovation; knowledge and ability to develop, implement and manage a department business plan;
- Knowledge and ability in the development and use of new technology and systems;
- Strong and effective communication skills, with the ability to articulate a point or opinion, listen to feedback and incorporate other points of view;

WORKING CONDITIONS: Normal

SERVICE:	APPOINTED
GRADE:	15 (688 Total Points, Executive Exemption)
ESTABLISHED:	February 2013
JOB SPEC:	February 2013

