



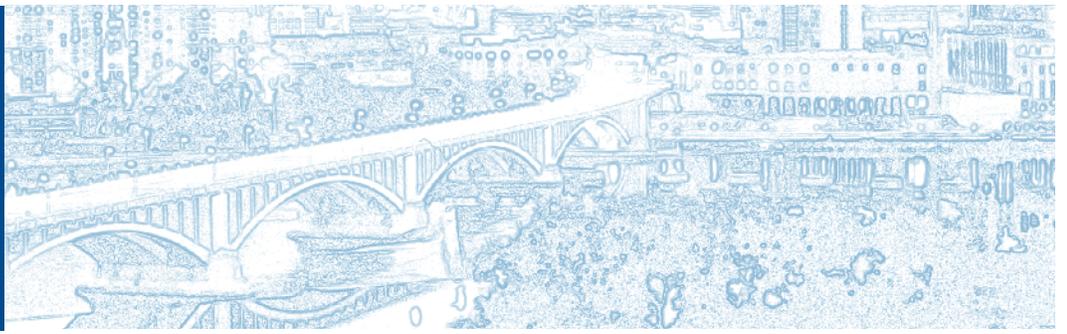
*Minneapolis is the largest city in Minnesota and growing. Elected officials and City staff promote economic development, strengthen the social and cultural fabric of the city, and value the natural environment and livability, while creating conditions for economic opportunity for current and future generations.*

# City of Minneapolis, Minnesota

Director of Planning

Position Profile

# City of Minneapolis



Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area—known as the Twin Cities—is the 16<sup>th</sup> largest in the country. Named one of the nation’s safest, most fun and most literate cities and one of the best metro centers for business, Minneapolis is also ranked one of the best cities in the country for young professionals, for families and for seniors and was recently honored as one of the fittest.



*Farmers Market*

Downtown Minneapolis is the core of the city’s strong economy. An active center of skyscrapers, theaters, shopping, dining and historic districts, Downtown also offers some of the nation’s finest department stores and specialty shops and

boasts a thriving, dynamic residential community. Seven of the metro’s entertainment venues rank among the top 100 worldwide, and Target Field is the “greenest” ballpark in America, achieving LEED status.

The city’s world-class museums, performing arts, galleries and its signature architecture of old and new provide a rich cultural landscape. The city of Minneapolis, often called the City of Lakes, provides breathtaking natural beauty with its 22 lakes and the Mississippi River winding its way through the landscape.



*Storefronts*



*Guthrie Theater*

Its 170 parks and 85 miles of bike paths help to blend the best of urban life with family-oriented residential neighborhoods. Rail transit options continue to expand, along with transit-oriented development, and Minneapolis continues to rank as one of the top bicycling cities in the U.S.



*Target Field*

## **The Planning Division**

The Department of Community Planning and Economic Development (CPED) works to grow a sustainable city. The Planning Division maintains the City's comprehensive plan, guides development, partners in implementation, and oversees the public art program.

The division delivers services mandated under federal, state and local laws, and ordinances while maintaining the Comprehensive Plan to ensure that Minneapolis remains the heart of the upper Midwest region as a premier destination for dynamic urban living and working. Community Planning, Development Services, Zoning, Heritage Preservation, and Public Art are housed within the division.

## **The organization**

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. Charter department heads are nominated by the Mayor and appointed by the Executive Committee and can be reappointed.



*People on Stone Arch Bridge*



*LRT*



## Typical duties and responsibilities

### Background and 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.

The director works in a political environment and must establish effective working relationships throughout the City enterprise and with external partners. The director must have strong public communications skills and the ability to educate non-planning personnel and citizens regarding planning activities and issues. Lead and manage planning staff to develop and implement the division's work plan and collaborate with the City Planning Commission, Heritage Preservation Commission, and Zoning Board of Adjustment on policy formulation and

implementation of regulations.

- Develop strong partnerships/working relationships with other department heads and develop the credibility and expertise of the planning function 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 other Department Heads to establish annual priorities, which guide the budget process.
- Maintain contact with Elected and Appointed Officials on policy questions, respond to requests for research, discuss planning issues related to

specific projects, provide information, and determine future planning projects.

- Respond to requests for information from the public, other governmental bodies, and the media.

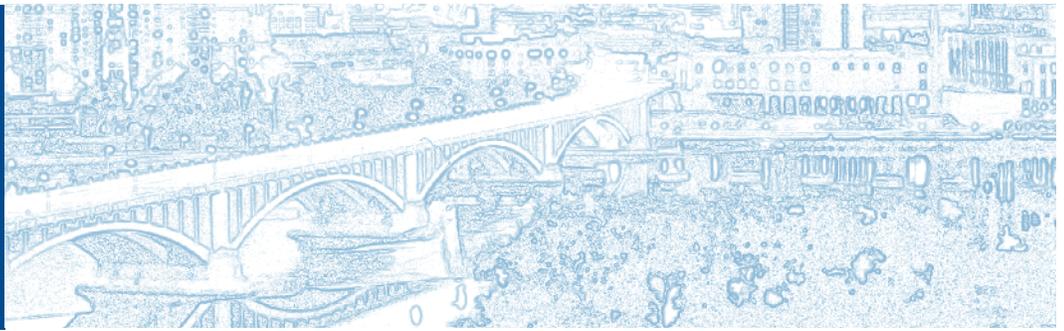
### Minimum qualifications:

Bachelor's degree in Planning, Urban Design, Urban Affairs or a closely-related field.

### Minimum experience:

Ten or more years of progressively responsible planning experience as a public administrator and planner; some portion of the experience must be in a government-related position, which includes three years of administrative or management experience.

# Benefits summary



## Medical plan

The City offers a comprehensive medical plan with the choice of three provider networks. The City pays the majority of the cost of the premium for these plans. Employee pre-tax contributions are based on the network and coverage level chosen. Employees who complete required wellness activities pay lower monthly premiums.

## Health care reimbursement

The City contributes to a trust account based on the medical plan and coverage level an employee chooses. This account provides tax-free reimbursement of health care expenses not paid by other plans.

## Dental plan

The City pays the full cost of premiums for comprehensive dental coverage for City employees and their eligible dependents.

## Life insurance

City employees receive basic life and accidental death and dismemberment coverage equal to \$10,000. The City pays the full cost of this insurance. Employees may purchase additional life insurance coverage up to five times their annual salaries (maximum coverage amount

\$500,000). Life insurance for dependents is also available.

## Flexible Spending Account

Spending accounts allow employees to set aside a portion of their salary on a pretax basis to pay for eligible health and daycare expenses.

## Long-term disability

The City provides long-term disability benefits equal to 60 percent of base pay after 90 days of disability for most employees. The City pays the full cost of this coverage.

## Commuter benefits

The City will provides the following transportation options:

A non-reserved parking space at the Gateway Parking Ramp;

Reimbursement of the monetary equivalent of the cost of a non-reserved parking space at the Gateway Parking Ramp to be paid toward a parking space other than at the Gateway Parking Ramp. The employee will be responsible for any cost in excess of the parking cost; or

A Metropass which provides unlimited rides on metro-area buses and the light rail system.

## Paid time-off benefits

An immediate bank of 30 days

of sick leave can be used during the first 30 months of employment with the City. Beginning the 31<sup>st</sup> month of employment with the City, earn additional days of sick leave at the rate of one day per month.

## Vacation

Appointed employees earn vacation at a rate of 20 days per year during the first 15 years of employment. The maximum accrual and carryover year to year is 50 days. Beginning with the 16<sup>th</sup> consecutive year of employment, earn 21 days per year and beginning with the 21<sup>st</sup> consecutive year of employment, earn 26 days of vacation. City employees receive 11 paid holidays each calendar year.

Generous pension and retirement plans, a credit union, deferred compensation (457) plans, employee assistance programs and various health and wellness programs further reinforce the City's commitment to its employees and their families.

\* Specific provisions of the City of Minneapolis benefit plans are negotiated with our labor unions.

The City of Minneapolis recognizes its employees as contributing members of this dynamic organization!

# Announcement



Director of Planning, City of Minneapolis, MN (population 382,578). Salary ranges \$113,682 to \$125,648, commensurate with experience. The director manages and supervises the Planning Division which includes Community Planning, Development Services, Zoning, Heritage Preservation, and Public Art. The division maintains the City's comprehensive plan, guides development, and partners in implementation. The director works with the Planning Commission, Heritage Preservation Commission, and Board of Adjustment, and leads staff to implement the work plan of the division.

A bachelor's degree in Planning, Urban Design, Urban Affairs or a closely-related field is desired. Candidates must have 10 or more years of progressively responsible experience as a public administrator and planner, which includes three years of administrative or management experience.

## **The Charge**

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

For more detailed information about CPED, including its budget and business plan, and the Planning Division, please visit [www.minneapolismn.gov/cped](http://www.minneapolismn.gov/cped).

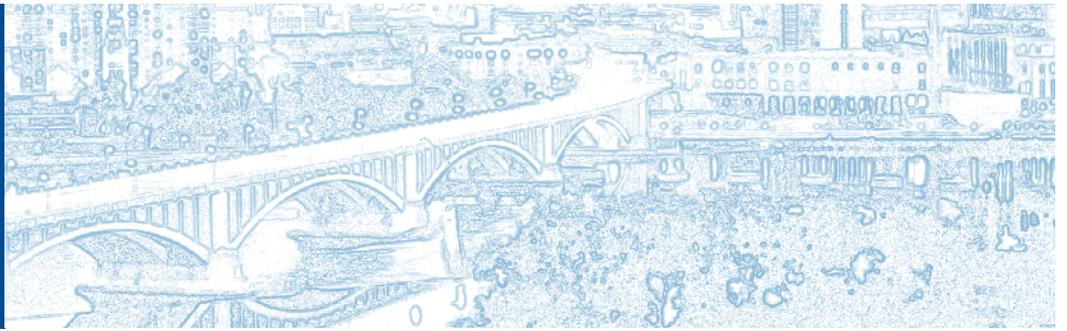
## **To Apply**

Send cover letter and resumé to [Susan.Jones@minneapolismn.gov](mailto:Susan.Jones@minneapolismn.gov) or mail to Susan Jones, City of Minneapolis/CPED, 105 Fifth Ave. S., Suite 200, Minneapolis, MN 55401. Resumés will be accepted through February 17, 2012.

For more information about Minneapolis, please visit [www.minneapolismn.gov](http://www.minneapolismn.gov) and [www.minneapolis.org](http://www.minneapolis.org).

City of Minneapolis

Department of  
Community Planning and  
Economic Development  
CPED



## **Mission**

The Department of Community Planning and Economic Development works to grow a sustainable city.

## **About CPED**

CPED was established in 2003 by a City ordinance combining Economic Policy and Development, Housing Policy and Development, Planning, the Empowerment Zone, and the Minneapolis Employment and Training Program.

The new CPED department was part of the City's "Focus Minneapolis" initiative aimed at making Minneapolis planning and community development more effective, responsive and accountable.



Minneapolis Community Planning & Economic Development

Call **311** or visit  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

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