



# **City of Minneapolis, Minnesota Deputy Finance Officer, Director Budget & Enterprise Financial Management Position Announcement**

## **About the Position**

The Deputy Finance Officer (Director of Budget & Enterprise Financial Management) has responsibility for overseeing and directing the process and resources to provide assistance to City elected officials and department heads to make decisions about resource allocations in an informed and strategic manner. This position further advises the Chief Finance Officer and makes recommendations on City enterprise financial and resource management.

## **Minneapolis, A First Class City**

Minneapolis has garnered honors as the best large Midwestern city in which to live as well as one of the nation's safest, most fun and most literate cities. Minneapolis is a clean, green and active city that is home to a vibrant arts and culture scene, a thriving business sector, a world class university and major league sports teams. Working for the City of Minneapolis is an opportunity to be part of an ongoing commitment to excellence. City leaders take pride in tackling issues and seeking innovative solutions to make the city an even better place in which to live, work and learn.

The City is a complex financial entity of \$1.2 billion. Services provided by the City cover the most basic governmental services like public safety and the maintenance of the physical infrastructure (streets & bridges), as well as complicated business enterprises such as the Minneapolis Convention Center and the provision of drinking water and sewer services for City residents. Minneapolis is a financially strong economic center of the Twin Cities metropolitan area.

## **Finance & Property Services Department**

The Finance Department strives to provide essential financial services and guide decisions to ensure the City's lasting vibrancy and financial strength. A core value of Finance is its commitment to continually look for ways to more efficiently provide financial services to City residents and across the City of Minneapolis enterprise. This framework is used in all business operations within Finance, which includes accounting, financial planning and budgeting, payroll, payables, revenue collections, investments, debt issuance, development finance, procurement, risk management and claims, and property services. Finance is committed to engage customers in partnership, collaboration and accountability to ensure effective use of City resources.

## **Key Responsibilities of the Deputy Finance Officer, Director Budget & Enterprise Financial Management**

- Assist the Chief Financial Officer in City Enterprise financial and resource management and decision-making.
- Advise the Chief Financial Officer and make recommendations on the City enterprise budget, financial and resource management and strategic direction.
- Provide staff support to allow City officials to make the best decisions regarding the appropriate tax burden on City residents and property.
- Provide staff support to study and recommend the best allocation of revenue and expense among City departments, boards and commissions to support City services and activities.
- Verbally present complex information at public hearings, City Council meetings and to large organizations, explaining City budget processes, decisions, and complex financial issues.
- Establish and monitor a budget and financial management process that incorporates the priorities of elected officials and assigns responsibility for adherence to these processes within budget guidelines.
- Identify and prioritize fiscal and management matters which influence, and are influenced by, the resources available to the City.
- Update and develop financial policies and guidelines for consistent practices throughout the division and City enterprise.
- Improve and implement budget guidelines to assist departments in better understanding the objectives and outcomes of the budget process.
- Provide capital and debt management that has a long-term focus and incorporates sound financial planning to help policy-makers make informed decisions.
- Provide sound long-term financial planning and advice to department heads, Mayor, and City Council to assist them in fulfilling their respective roles and responsibilities and achieving objectives.
- Oversee all aspects of Development Finance activity in support of CPED and NCR development and neighborhood activities, including analysis of development opportunities and policy ramifications of resource allocation decisions.
- Lead enterprise risk management activities to promote a safe and supportive work environment and reduce financial exposure including workers' compensation and tort claims administration, loss prevention, workplace safety and insurance.

## **Qualifications for Position Consideration**

Master's Degree in Public Policy, Business Administration, Finance, a related field or equivalent. Seven years of progressively responsible experience in governmental or private sector budgeting or financial management. At least five years in a leadership/supervisor position.

### **Ideal candidate should possess the following knowledge and experience:**

- Considerable knowledge of public financing, accounting, budgeting, program evaluation, and financial analysis.
- Ability to think strategically and manage diverse functions.
- Excellent oral and written communication skills.
- Excellent presentation skills and the ability to prepare clear and concise reports.
- Ability to communicate on financial matters with non-financial personnel.
- Ability to apply a non-adversarial approach when making recommendations on budget and financial management issues.
- Ability to establish trust and support and integrate financial priorities into the management process.
- Political sensitivity.
- Strong leadership and influencing skills.
- Ability to be creative, flexible and adaptive in a changing fiscal and political environment.

**The ideal candidate will also possess the following leadership characteristics:**

**Integrity and Trust**

- A direct and truthful individual. Keeps confidences.
- Presents unvarnished truth in an appropriate and helpful manner.
- Loyalty and integrity to constitutional government and the laws of the community.

**Managerial Courage**

- Provide current, direct, and “actionable” feedback to others.
- Face up to problems/issues quickly and directly.
- Ability to take negative action when necessary.

**Politically Savvy**

- Able to maneuver through complex political situations effectively.
- Understand challenges of the past; embraces future possibilities.
- Anticipate future consequences and trends accurately.

**Effective Administrator**

- Possess superb management, operations, communications, financial, human resources, and administrative skills.
- Self-motivated, innovative and patient.
- Team oriented; inspirational.
- Strong skills in strategic and tactical planning.

**Compensation/Benefits**

Salary range: \$104,403 to \$115,393 (starting salary commensurate with experience), plus a competitive benefits package.

**To be considered for this position:**

Please submit **cover letter and resume** by 4:30 p.m. on March 2, 2012 to:

**City of Minneapolis Human Resources**  
**c/o Ms. Jennifer Thoreson**  
**250 South Fourth Street, Room 100, Minneapolis, MN 55415**  
*OR*  
e-mail: [jennifer.thoreson@minneapolismn.gov](mailto:jennifer.thoreson@minneapolismn.gov)

The City of Minneapolis is an affirmative action employer committed to a culturally diverse workforce. Women, people of color, people with disabilities, and members of other protected class groups are encouraged to apply.