

City of Minneapolis
 Employment Services Division
 250 South 4th Street, Suite 100
 Minneapolis, MN 55415
 612/673-2282
 612/673-2508 Fax
 Website: www.ci.minneapolis.mn.us

Director – Operations, Licensing and Environmental

Appointed – Open – Monday, April 2, 2012 to Friday, April 20, 2012

Annual	Step 1	Step 2	Step 3	Step 4
SALARY	\$108,269	\$113,967	\$117,387	\$119,666

POSITION INFORMATION:

The Regulatory Services Department in the City of Minneapolis currently has an opening for the appointed position of the Director, Operations, Licensing & Environmental.

Primary Responsibilities:

This position will establish and monitor goals and objectives and coordinate and supervise the activities of three divisions (License & Consumer Services, Environmental Management and Animal Care & Control).

Job Duties:

- Develop and monitor department rules, policies, procedures and strategies for staff enforcement and assist in complex, difficult and unusual assignments.
- Assist Labor Relations in negotiating in the collective bargaining area.
- Conduct performance evaluations on Deputy Directors.
- Manage fees and revenues in excess of \$12,000,000 annually.
- Manage business license fees and monitor for geographic uniformity, fairness and possible latent discrimination, inflation and enforcement costs.
- Identify new revenue sources and monitor and develop ordinances to implement activities.
- Monitor and enhance meter revenue collection procedures
- Monitor fine revenue programs for geographic uniformity, fairness and possible latent discrimination.
- Monitor and adjust methods of tracking ticket fine resolution and recommend greater efficiencies within the fine revenue process.
- Coordinate with outside agencies and other City departments regarding fine enforcement and collection.
- Monitor and manage revenue generated from food and health licenses, inspections and permits.
- Monitor grant funds and contracts related to lead abatement. Oversee procurement and administration of Federal and State grants, including all required financial reporting.
- Prepare and administer annual budget for the Animal Control, Licensing and Environmental Services divisions and monitor and measure performance.
- Responsible for Technical Advisory Hearings on licensee violations that may result in suspensions, fines or other punitive or corrective action. Negotiate with licensee, legal representatives and make disciplinary determinations attempting to resolve disputes prior to hearings.
- Serve as department Investigative Coordination responsible for conducting and ensuring all internal complaints are completed in a timely manner, and recommend appropriate disciplinary action.
- Participate in a leadership role on various committees and attend outside department meetings on behalf of the Assistant City Coordinator.
- Serve as staff to the City Council's Public Safety and Regulatory Services Committee. Serve as liaison between licensing and consumer services and elected officials, City departments and the public.
- Conduct public hearings within the community on liquor, wine and beer license applications. Communicate information about business regulations, enforcement actions taken and investigation results to citizens, business operators, business groups, elected officials and other government agencies.
- Assist on all department related matters including management, supervision and direction of Animal Control, Licensing and Environmental divisions.
- Manage, develop, direct and implement organizational planning, including the business plan as it relates to Animal Control, Licensing and Environmental Services.
- Monitor technology capabilities and needs of the three divisions and work with other City staff regarding the search for and implementation of new technologies.

-- Requirements listed on the back --

Working Conditions: Normal Office Setting

Experience:

Ten years of related experience in a public sector setting. Five years supervisory experience is preferred.

Education:

Jurist Doctorate Degree or an advanced degree in Public Administration, Public Affairs or equivalent.

Equivalency:

An equivalent combination of related education/experience may be considered.

- **Note:** If attempting to qualify in this manner, be certain to heed the two "Notes" directly above.

Background and Qualifications Checks:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

Other Specifications:

- Extensive knowledge of City codes and ordinances (zoning, building, housing maintenance, fire, liquor, food, health, environmental, licensing, etc.).
- Extensive knowledge of the principles and practices of regulatory administration and City policies and practices; and of State Statutes.
- Extensive working knowledge of Federal, State, Municipal and constitutional law.
- Strong knowledge of human resources policies and procedures and employment related law.
- Ability to interpret and explain code requirements clearly and in non-technical language and clearly document in writing any discussions and approvals relating to code interpretations.
- Ability to multi-task; ability to work under pressure with competing demands.
- Excellent written and oral communication skills, excellent negotiation skills, and excellent planning and organizational skills.

APPLICATIONS ACCEPTED:

If you are interested in this appointed position as the Director, Operations, Licensing & Environmental, please send your resume and cover letter to Jennifer Gabbard at:

City of Minneapolis
Human Resources Department
Attn: Jennifer Gabbard
250 South 4th Street, Room 100
Minneapolis, MN 55415
Jennifer.Gabbard@minneapolismn.gov
Phone: 612-673-3124

Resumes and cover letters will be accepted through April 20, 2012.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.