City of Minneapolis, Minnesota

Director, Human Resources

Assistant City Coordinator

Position Announcement

About the Position

The Director, Human Resources directs the City's Human Resources function, including recruitment, staffing, testing and certification; job evaluation; HRIS and other central record keeping functions; labor relations; employee benefits administration; training and development; salary administration and affirmative action. These services are delivered to all City Council departments. As an Assistant City Coordinator, this position is a member of the Executive Management Team.

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.

Human Resources Department

The City of Minneapolis is seeking an innovative professional to provide leadership and strategic direction to the Human Resources function of Minnesota's largest city. In cooperation with the City's 23 internal agencies, Minneapolis strives to attract, retain, and develop a committed, competent, and diverse workforce dedicated to excellence and customer service.

Key Responsibilities of the Human Resources Director

- Provide executive level direction and management of the Human Resource function for the City, which includes direction of a staff of 48 HR employees and administration of an annual operating budget of $8.8 million (2013).
- Administer the Department of Human Resources within the parameters established by City policy and/or ordinances, and Federal and State Law.
- Represent the City to the Civil Service Commission.
- Recommend and administer policy to elected officials.
- Develop and administer departmental level regulations and organizational and operational objectives for the Department of Human Resources.
- Ensure policies, priorities, and organizational and operational objectives keep pace with changing human resources environment.
- Involves internal and external constituents in the development of human resource strategic plans, programs and service delivery.
- Administer and prepare annual operating budget.
- Partner with other City department heads to support city goals and initiatives.
- Directly supervise the management team of the Human Resources Department.
- Perform additional duties as assigned by the City Coordinator, Elected Officials or Civil Service Commission
- Workforce planning and diversification, health care and other benefit program management and cost-effective equitable labor relations.
- Reports to City Coordinator and Civil Service Commission.

Qualifications for Position Consideration

Bachelor's Degree with a focus on Human Resources Management, Industrial Relations and/or Business Administration and Management or equivalent. Five years senior level management experience in all functional areas of Human Resources.

Ideal candidate should possess the following knowledge and experience:

- Demonstrative expertise and knowledge in all areas of Human Resources.
- Knowledge and ability to develop policies, procedures and programs for the City .

- Knowledge of laws, statutes and Civil Service Rules governing Human Resources.
- Ability to work with diverse communities/populations.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work effectively under pressure and timelines.
- Ability to define and implement strategic direction.
- Demonstrated ability to innovate and develop creative solutions.
- Ability to collaborate and establish partnerships.
- Ability to establish trust and personal credibility.
- Strong service orientation.
- Ability to function effectively in a political environment.
- Ability to represent the City in the media.

The ideal candidate will also possess the following leadership characteristics:

Leadership and Organizational Development

- Enthusiastically talks about what the department does and why they do it in a way that everyone understands
- Communicates a clear vision of the department's mission and values in ways that are meaningful to everyone
- Inspires others to actively participate in the department's performance, development and effectiveness
- Motivates commitment to the organization's values and mission
- Creates commitment to a future vision that is full of possibilities

Honoring and Respecting Diversity

- Works to create greater racial, ethnic, and cultural diversity within their staff at all levels
- Develops action plans that lead to quality decisions around staffing, employee training and development, and service delivery
- Actively supports the City's diversity initiatives and works to address the needs of diverse and underserved communities
- Shows respect for all groups, including groups defined by: race, ethnicity, gender, age, religion, disability and sexual orientation
- Shows zero tolerance for insensitivity, disrespect, and discrimination

Building Talent

- Recruits talented people
- Encourages and supports staff development
- Provides straightforward, actionable feedback that enables staff to improve
- Communicates support through words and actions

Leading the Team

- Creates and sustains an environment that enables others to act within City values
- Values, supports and rewards teamwork; builds strong team spirit and morale
- Creates stretch goals and challenging assignments
- Celebrates successes and milestones
- Listens to ideas and provides opportunities to contribute

Managing Performance and Business Results

- Defines priorities, expectations and clear performance metrics
- Delegates effectively, clarifying roles, accountabilities and organizational structures
- Acts decisively with a sense of urgency to address problems, changes or ambiguous situations
- Effectively manages and delivers results on multiple projects
- Holds staff accountable and addresses problem performers without delay

Customer and Partner Focus

- Expects all staff to provide great customer service and follows through to ensure that customer/ partner expectations are met
- Works across departments to form partnerships that foster better citizen services
- Eliminates barriers to achieving team/department/city-wide results
- Builds alliances with key decision makers, private and/or non-profit organizations to take full advantage of available resources
- Works hard to understand and define the needs and objectives of customers/partners

Strategic and Business Planning

- Establishes common sense principles and strategies connected to the departments' five-year business plans
- Effectively translates five-year department plans into short and medium-term objectives
- Plans for policy change that supports new strategic directions
- Supports policies that measurably improve people's lives
- Pays attention to the future costs of policies

Information Analysis and Financial Management

- Assures that key information systems are properly maintained to add value to the organization
- Expects the proper use of key systems and knowledge sharing to provide accurate, complete data to internal/external customers
- Gets rid of obsolete systems and ineffective processes
- Is a responsible steward of the City's resources
- Works to reduce the City's exposure to risk and enforce loss prevention activities

Ethics and Integrity

- Demonstrates honest and ethical behavior in all interactions; always tells the truth
- Is forthright when sharing information; works without hidden agendas and builds trust with others
- Courageously stands up for own beliefs
- Leads by example; actions are consistent with words
- Follows through on commitments

Innovation

- Encourages staff to be flexible and adaptable so innovation can drive value and deliver results
- Develops and introduces creative approaches to the organization
- Fosters organizational change by championing creative approaches and moving them through the organization
- Effectively evaluates and judges new ideas, identifying those that are effective, efficient, and sustainable
- Readily adapts to fiscal change and finds ways to accomplish more with less

Compensation / Benefits

Salary range: $116,001—$128,212 (starting salary commensurate with experience), plus a competitive benefits package.

To be considered for this position:

Please submit cover letter and resume to:

Bryan Seboe

350 South Fifth Street

Room 100

Minneapolis, MN 55415

Email: bryan.seboe@minneapolismn.gov

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