



## CITY OF MINNEAPOLIS

# Director - Complaint Investigations (Civil Rights) Position Profile

### THE PROJECT



The City of Minneapolis has an opening for a Director of Complaint Investigations. This position is dedicated to providing leadership to the Complaint Investigation Division where the mission is to enforce the Minneapolis Civil Rights Ordinance (MCRO) and to promote understanding of civil rights among residents, businesses, and government.

### THE POSITION



The Director of Complaint Investigations position offers you the opportunity to shape the future of a growing, diverse city. Public service is honorable work, and the Director will have the chance to make a real difference in the lives of Minneapolis residents, business owners, workers and visitors. You will provide administrative and fiscal oversight and management of personnel within the Complaint Investigation Division so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department. You will provide analysis and advice on strategies and courses of actions to meet the objectives of the Division and Department. You will also assist the Director, Civil Rights with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director, Civil Rights.

### THE CITY



Grow your career with a growing and vibrant world-class city that prides itself on being clean, green, diverse and active. What sets Minneapolis apart?

- We have a robust and diverse economy, with industry and businesses of all kinds.
- We are in the top five creatively vital cities in the country.
- We're a racially diverse city, home to large immigrant and native communities.
- We are an inclusive city, with a strong LGBT scene.
- We're known as one of the most bicycle-friendly cities.
- We love the arts: Minneapolis is second only to New York City in per capita attendance at theater and arts events.
- We have one of the premier park systems in the country, with 170 parks covering more than 6,700 acres of land and water.
- We have 22 lakes, giving us the nickname "The City of Lakes."

*Creative, collaborative, courageous people shaping the future of Minneapolis.*

## REQUIREMENTS



The ideal candidate for this position is an engaging, results-driven leader who has proven leadership skills in complaint investigations, mediation, social justice and analysis, enforcement and compliance review as well as previous performance management experience with a commitment to excellence in a high-energy office. The ideal candidate will possess:

- An advanced degree in Public Administration, Law, or Equivalent and five (5) years of experience in Legal, Civil, or Human Rights.
- A Bachelor's degree in Public Administration, Law, or Equivalent and six (6) years of experience in Legal, Civil, or Human Rights.
- Knowledge of administrative law and public hearings processes, formal investigative examinations, and informal interviews.
- Ability to think strategically, and consider the vision and goals of the Civil Rights Department.
- Ability to advise the Department Director on various and pertinent courses of action.
- Experience working with diverse communities.
- Experience in developing community outreach and engagement strategies.

## COMPENSATION

This is an appointed position with competitive compensation. Salary is based on past leadership experience with a salary range of \$89,722 to \$106,360 per year. The benefits package includes medical and dental coverage, a health and wellness program, health reimbursement accounts, flexible spending accounts, pension plans and deferred compensation retirement savings, vacation and sick leave, and 11 paid holidays.

## TO APPLY

Please submit your resume and cover letter to: [Susan.Jones@minneapolismn.gov](mailto:Susan.Jones@minneapolismn.gov) to be considered for the position. Resumes received by August 21, 2015 will be considered first. Visit [www.ci.minneapolis.mn.us/jobs](http://www.ci.minneapolis.mn.us/jobs) and look under "Featured Jobs" to learn more and information on how to apply.