



## CITY OF MINNEAPOLIS

# Director, Contract Compliance (Civil Rights) Position Profile

### THE PROJECT



The City of Minneapolis has an opening for the Director, Contract Compliance (Civil Rights). This position will provide leadership to the Contract Compliance Division of the Civil Rights Department whose mission is to ensure that City of Minneapolis procurement of construction and development services, commodities and supplies, and professional and technical services includes women, minorities, and low income workers and businesses. In this role, you will have the opportunity to lead and supervise a team of professional and support staff that monitor City of Minneapolis construction and development projects, commodities and supplies procurement, and professional and technical services contracts. Additionally, this position will ensure enforcement of local, state and federal laws related to minority, women and low income workforce and business inclusion in public contracting, affirmative action and payment of appropriate wages for workers on City and federally funded construction projects.

### THE POSITION



Minneapolis government also strives to provide examples of more sustainable practices for other municipalities that are striving towards the same goal. In partnership with other city departments, government agencies and other organizations, you will position the Civil Rights Department to serve as a resource for resolution or deterrence of illegal discrimination, while pursuing the public's interest in securing justice.

### 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 will possess:

- Assist the Director with the day-to-day management of the Civil Rights Department.
- Provide analysis and advice on strategies and courses of action to meet the objectives of the Division and the Department.
- Serve as the representative of the Director, both internally to department staff and externally to the Mayor, City Council and staff, communities and affected stakeholders.
- Manage and provide for the administrative and fiscal oversight and management of personnel within the Contract Compliance Division so that the programs and policies achieve the mission of the Minneapolis Department of Civil Rights.
- Responsible for ensuring compliance with local, state and federal laws in four primary program areas: affirmative action; minority and women business inclusion; low income residents and business inclusion; and prevailing wage.
- Provide strategic direction and respond to alleged violations of rules, regulations, policies and procedure related to the inclusion of women and minorities in City contracting.
- Provide administrative oversight over the Contract Compliance budget.
- Exercise broad latitude to work independently and use initiative to make decisions for the good of the Department and stakeholders.
- Ensure that workers on construction and development projects are paid in accordance with prevailing wage laws.
- Responsible for directing department staff and leading the certification advisory committee of the Minnesota Unified Certification Program (MNUCP), a statewide collaboration that certifies small woman-owned and minority-owned businesses.
- Act for and exercise the powers of the Director when assigned.

## COMPENSATION

This is a professional position with competitive compensation. Salary is based on past leadership experience with a salary range of \$89,455.00 - \$106,043 annually. 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 complete an application online at [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) 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.



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