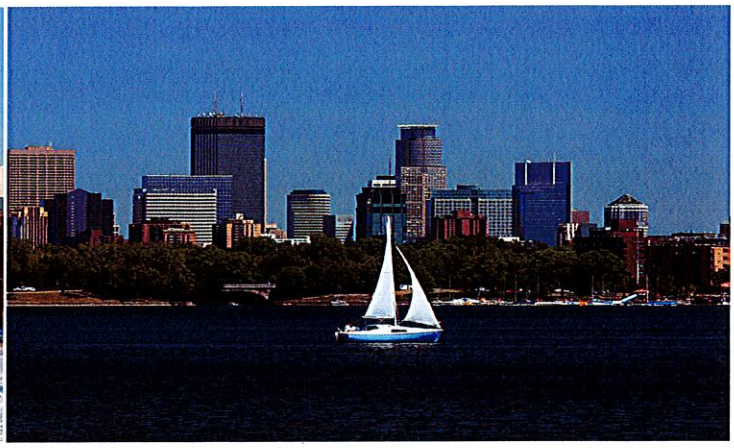
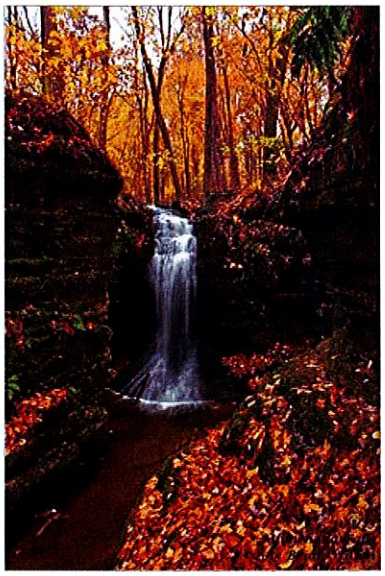


The

Minneapolis Public Works Department

invites your interest in the position of

Director of Transportation Planning & Programming



Minneapolis Public Works Department

350 South 5th Street,
Minneapolis, MN 55415

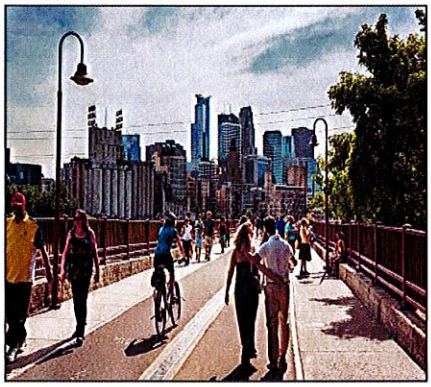
Minneapolis
City of Lakes

The Community

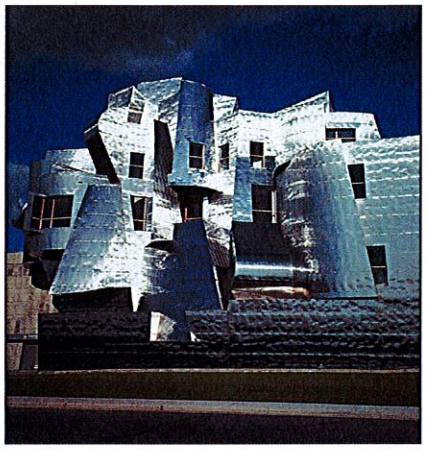
Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area - known as the Twin Cities - is the 15th largest in the country.

Named one of the nation's safest, most fun and most livable cities, Minneapolis was ranked fourth by *Travel & Leisure magazine* in the "Top Cities Overall" category in 2014. Bicycling magazine declared Minneapolis the #1 bike-friendly city in 2010. Minneapolis placed first in the 2015 survey ranking America's Most Literate Cities.

The Twin Cities metropolitan area provides a vast array of entertainment opportunities, including the Mall of America and the Minnesota Wild hockey team. Minneapolis proper is home to the Minnesota Vikings, the Minnesota Twins and the Minnesota Timberwolves.



Stone Arch Bike/Pedestrian Bridge



Weisman Art Museum

Boasting more than 30 theatres, two world-class art museums, street festivals, farmers markets and the world renowned Minnesota Orchestra, Minneapolis is the place to visit and live.

Downtown Minneapolis is the core of the city's strong economy. A mecca of skyscrapers, theaters, shopping, dining and historic districts, Downtown also offers some of the nation's finest department stores and shops.

One of 50+ Farmers Markets

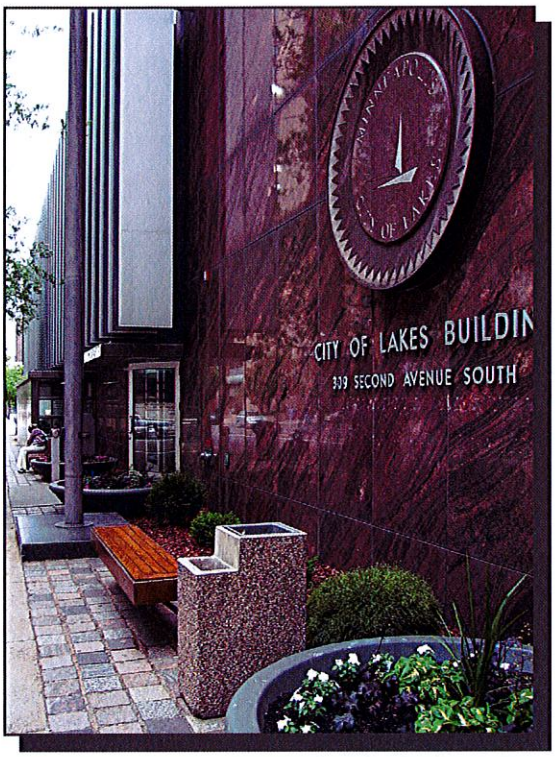
Two Light Rail Transit (LRT) lines connect to south Minneapolis and Downtown Saint Paul.

The City of Minneapolis, often called the City of Lakes, provides breathtaking natural beauty with its 22 lakes and the Mississippi River winding through the landscape. Its 170 parks and 166 miles of on- and off-street bike paths help to blend the best of urban life with family oriented residential neighborhoods.

Light Rail Blue Line at City Hall

The Public Works Department

The Department of Public Works is responsible for maintaining the City's physical infrastructure and for providing a variety of services to those that live, work and play in the city of Minneapolis. Those activities are coordinated through three business lines: Transportation, Utilities and Administration.



The department employs approximately 1,100 full-time personnel and has an annual operating budget of $328.6 million for the operation of its eight divisions:

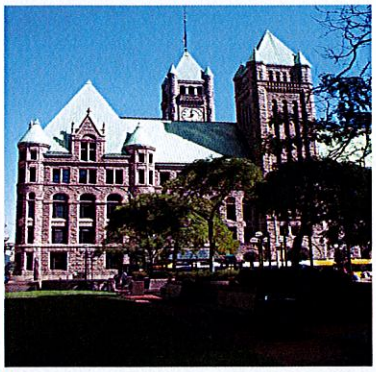
- Business Administration
- Solid Waste and Recycling
- Surface Water and Sewers
- Water Treatment and Distribution
- Traffic and Parking Services
- Transportation Engineering and Design
- Transportation Planning and Programming
- Transportation Maintenance and Repair

The City of Minneapolis

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government.

The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms.

There are 10 Charter departments within the City of Minneapolis. The Public Works Department is the largest.



Minneapolis City Hall

MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF TRANSPORTATION PLANNING AND PROGRAMMING

Roles and Responsibilities

Under the direction of the Public Works Deputy Director, the Director of Transportation Planning and Programming will:

Oversee Public Works' internal and external transportation planning efforts impacting the City of Minneapolis.

Coordinate and develop the Public Works Capital Improvement Plan.

Recommend the development of new policies, strategies and ordinances regarding transportation planning.

Coordinate with regional transportation planning agencies (i.e. Metropolitan Council, Minnesota Department of Transportation, Hennepin County) to develop plans and programs that impact the City of Minneapolis, Minnesota.

Research, develop and implement innovative transportation planning methods including plans and programs for auto, bicycle, streetcar, pedestrian and transit infrastructure improvements. Oversee the data gathering, analysis and recommendations involved in conducting long range studies of multi-modal travel conditions.

Administer and supervise all Transportation Planning division employees, including but not limited to hiring, training and performance management.

Manage and oversee approximately $1 billion in capital assets related to transportation and transit infrastructure and conduct long range replacement planning of the owned assets and infrastructure.

Develop and oversee the City of Minneapolis' transportation project improvement planning and programming.

Oversee the City of Minneapolis' application process for Federal, State and County transportation funding.

Prepare and oversee all aspects of the Transportation Planning budget, including approving and tracking budget expenditures.

Maintain effective relationships and work collaboratively with City, County, State and Federal elected officials, as well as other City Public Works Directors, other City Departments, Minneapolis Park and Recreation Board and other transportation agencies on integrated approaches to planning, development and mobility.

Meet frequently with neighborhood citizen groups, technical boards and commissions about transportation needs, concerns and issues.

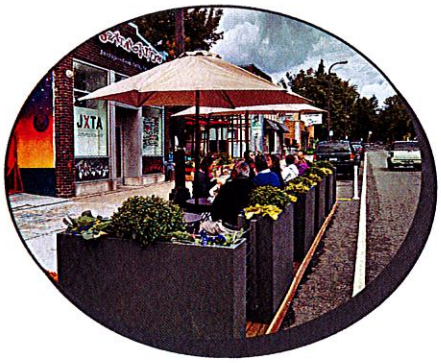
Serve as the City representative on external committees and working groups (i.e. Metropolitan Council Technical Advisory and Planning Committee) to advance the goals of the City.

MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF TRANSPORTATION PLANNING & PROGRAMMING

Desired Leadership Characteristics

The ideal candidate will:



Be a strong leader and understand the value of creating effective work teams, embracing diversity, building employee relationships, and leading by example to drive organizational success.

Have outstanding oral and written communication skills, with the ability to effectively articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach.

Be able to balance the need of strategic thinking and direction with the day-to-day management of the division.

Proactively work to achieve goals and objectives through planning, process improvement, collaboration, and innovation.

Understand when to be a facilitator, when to be a mentor, and how to delegate effectively.

Have a high degree of integrity and a strong work ethic.

Have the ability to manage workplace conflict, and use it to ultimately better the work environment and services to Minneapolis residents and businesses.

Believe in the idea of public service and serving the citizens of the City of Minneapolis through excellent customer service and cost-effective service delivery.

Collaborate with other government agencies, neighborhood groups, Mayor and City Council to achieve City goals.

Understand technical issues and have the ability to communicate that information to laypersons.

Be able to develop cost-effective long range plans and programs.

Have the ability to deal effectively with the public, special interest/ advocacy groups, elected officials, and organized labor groups.

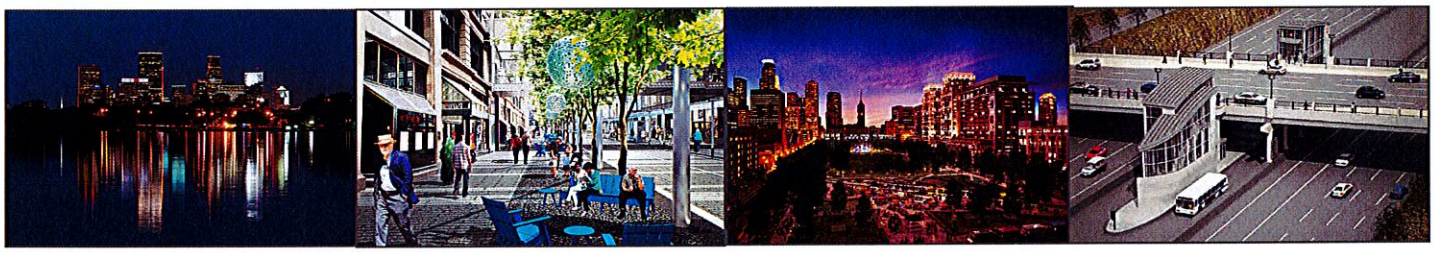
MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF TRANSPORTATION PLANNING & PROGRAMMING

Position Announcement

The Director – Transportation Planning and Programming is appointed by the Director of Public Works and will report directly to the Deputy Director of Public Works. This newly created position will develop a new division for the Department of Public Works that includes long-term traffic planning with an emphasis in alternate modes of transportation, including bicycle and pedestrian programs, light rail and street cars. The new Division will also be responsible for the Department of Public Works short and long term asset management planning as it relates to transportation and transit infrastructure. The director will manage a staff of approximately 26 professionals.

The City is seeking a Division Director to lead the City towards national recognition for innovative and sustainable transportation and transit infrastructure. The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve mobility throughout our world class city.



Education and Experience

Bachelor's degree in Urban or Transportation Planning, Civil Engineering or closely related field is required. A Master's degree in Transportation Planning, Civil Engineering or closely related field is highly desirable.

AND

Five years of progressively responsible experience in transportation planning and traffic engineering principles, applications and analysis methods is required. Previous experience in the administration and management of a municipal/county transportation planning division as well as experience with innovative approaches to improving mobility and planning for alternative modes of transportation is highly desirable. The incumbent must also have experience supervising and motivating a multi-disciplinary staff.

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities.

Compensation & Benefits

The salary range for this position is $109, 094 to $128,617.

The City of Minneapolis offers generous executive benefits, including medical and dental insurance, life insurance, deferred compensation and retirement, vacation and sick leave.

Qualified candidates should submit a resumé to:

Monique Cuff
City of Minneapolis
350 South 5th Street/Room 203
Minneapolis, MN 55415
Monique.Cuff@minneapolismn.gov

Timetable

The City of Minneapolis will accept resumes for this position from Monday, May 4, 2015 through Friday, May 29, 2015.

PUBLIC WORKS MISSION STATEMENT

To be effective stewards of the public infrastructure, and provide valued city services that contribute to public safety, economic vitality and neighborhood livability in Minneapolis.