

CITY OF MINNEAPOLIS

Director of Community Planning & Economic Development

Position profile

OUR CITY



As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.

www.minneapolis.org/visitor

OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.

MISSION STATEMENT AND VALUES

Grow a vibrant, livable, safely built city for everyone. A driving force for innovation, collaboration, and sustainability by providing thoughtful design and access to the tools and resources needed for all Minneapolis residents and businesses to prosper.

THE DEPARTMENT

The Community Planning & Economic Development (CPED) department is a driving force for innovation, collaboration, and sustainability in Minneapolis. CPED was established in 2003 by city ordinance, which brought economic development, housing development, planning, and related disciplines together into one department. Development Review and Construction Code Services were added to the department in 2011 to provide “one-stop shopping” for all planning and development-related services.

THE POSITION

The Director is a driving force for innovation, collaboration, and sustainability in Minneapolis. CPED and the Director are integral to the planning and implementation of the 2040 [Goals of the City](#). The Director reports to the City’s Deputy Chief Operations Officer for Development Livability and Health and supervises five division directors/managers.



DESIRED CAPABILITIES

- Provide executive direction and management of 234 department staff and an annual operating budget of approximately \$123.5 million
- Direct the activities of the Housing Division which establishes housing policy, finances, and redevelops single and multifamily residential real estate to stimulate private investment, increase the tax base and sustain a healthy housing market.
- Direct the activities of the Planning Division which helps the residents and property owners to invest in the city in a way that aligns with the City's Comprehensive Plan and development regulations. This program is responsible for managing, reviewing, and enforcing land use, zoning, preservation, and environmental review applications.
- Direct the activities of the Economic Policy & Development Division which supports investment that helps establish and grow businesses, jobs, and the City's tax base, and works to ensure that Minneapolis residents are competitive for those jobs.
- Direct activities of the Operations & Innovation Division which supports CPED's business and technology needs by providing internal support services and solutions, interdepartmental coordination, and implementation of goals and policies.
- Direct activities of the Development Services Division that manages land use, design and preservation review, construction code services and assists the Customer Service Center that serves as the front door for the city's consolidated development activities.
- Create a racially equitable work environment by the development of policies, practices, and making strategic investments to reverse racial disparity trends, eliminate institutional racism and ensure outcomes and opportunities are no longer predictable by race.
- Provide leadership engaging internal and external partners in the advancement of priority Enterprise and Department initiatives and adaptations reflecting community, market, and environmental conditions.
- Direct and manage all aspects of the Department in the areas of administration, finance, personnel, and program initiatives.
- Partner with other City Department Heads to develop action plans that support City and/or Department goals and initiatives.
- Develop strategic plans and direct department organizational change, effectively linking programmatic and process improvement, department culture and managing through change to improve the delivery of and equity in services to customers and end users.
- Work with others to develop policy, improve local ordinances and state codes; represent the City on various internal and external boards and committees; represent the City and CPED in meetings with the general public; testify in public and at legislative hearings on matters relating to codes and ordinances.
- Direct department responses to requests and complaints from the Mayor, City Council members, other departments and the public.
- Coordinate and manage the preparation of the budget, and present recommendations to the Mayor and to the City Council.



The ideal candidate is a decisive, results-oriented professional committed to excellence. This visionary leader has the highest standards for ethics and integrity and demonstrates exceptional business planning, communication, and interpersonal competencies. The Director is agile and skilled in navigating the political environment without being political or promoting personal political views. The Director is able to communicate CPED's mission and programs to a wide variety of audiences, including policy makers, other governmental and non-governmental bodies, and the general public. The Director sees opportunities where others see obstacles and is excited to meet challenges head on.

The Director has the skills needed to successfully lead a complex, multi-faceted organization, and financial system. The leader needs a proven track record of innovation, consensus-building, implementing best practices to achieve organizational goals and objectives, and measuring progress and success. The individual will also possess strong organizational development skills, experience in change management, a customer and partner focus, and the ability to foster an inclusive environment.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

EDUCATION AND EXPERIENCE

A Bachelor's degree is required, along with a minimum of 10 years of progressively responsible broad-based management.

COMPENSATION

This appointed position has a competitive compensation package. Current Salary Range: \$177,403-\$210,300. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

TO APPLY

Priority will be given to those who submit a resume and cover letter by August 11. To apply and submit your resume for this opportunity, go to the [City of Minneapolis career page](#).

The City of Minneapolis is an Equal Opportunity Employer.