

CITY OF MINNEAPOLIS

Director, Inspections Services

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

Strengthening communities by partnering with residents, neighborhoods, and businesses to make the city safer, healthier and more inviting for all.
Core Values: Safety, Health, Livability, Accountability, Customer Services, and Professionalism.

THE DEPARTMENT

The Minneapolis Regulatory Services Department consists of four Divisions including Animal Care & Control, Traffic Control, Inspection Services and Operations & Engagement. Animal Care & Control works with residents to create a safe and healthy community for people and animals. Traffic Control facilitates safe and expeditious traffic flow and public street access to business and residences. Inspection Services promotes safe, supportive, and dignified housing for more than 100,000 rental units, fire and code inspections for residential and commercial buildings. Operations & Community Engagement delivers innovative solutions by leveraging adaptive tools, accurate analysis and strategic coordination, which enables Regulatory Services to provide effective and thoughtful public service to our city, its businesses, and residents.

THE POSITION



Regulatory Services is seeking a strategic, enthusiastic leader who believes that how you do things is as important as what you're doing. This key position is a change agent in the department whose efforts will impact the culture and work of the department for years to come. Reporting directly to the department head, this integral member of the leadership team is responsible for ensuring that all commercial and residential buildings in the City are safe, dignified, habitable and meet fire, housing, or other relevant building codes to protect life and property.



- Provide executive leadership to the division's management team and staff.
- Lead division visioning and planning efforts, ensuring department and City goals, policies and plans integrate with internal operations.
- Develop, implement, and manage initiatives that align with the department's vision to improve the division's service delivery.
- Oversee the daily operations of the Inspections Services Division including budget, personnel issues, departmental business plans, HR-related activities, financial management, union contract adherence, and records management or retention and various special projects.
- Working in coordination with Operations and Engagement staff, implement community engagement strategy and activities, prioritizing stakeholder engagement that is culturally responsive.
- Focus on process improvement and data analysis related to the division's body of work to increase effectiveness and efficiency of staff and resources to provide a high degree of customer services.
- Along with other crucial department leaders, serve as a key contact for elected officials and their staff on policy issues as needed.
- Identify issues that may affect the Department in the future, monitor national, state and local trends; participate in national or state professional organizations
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.
- Verbally present complex information at public hearings, Council Committee meetings and to large organizations, explaining City decisions or positions.
- Work in partnership with enterprise and departmental equity, culture, and professional development teams to advocate for and support programs and initiatives that will create and maintain an environment where employees belong, where they want to come to work, and are empowered to utilize their strengths to prepare for future roles in the service of those who reside in, do business in, work in and visit the City of Minneapolis.
- Engage in departmental equal employment opportunity work, including action planning and implementation across divisions to hire, promote and retain a diverse workforce reflective of the communities we serve.
- Other duties and projects as designated by the Department Director.



DESIRED CAPABILITIES

- Demonstrated people development and accountability, people management and interpersonal skills.
- High emotional intelligence and conflict resolution skills.
- Considerable knowledge of the City Housing, Fire, Zoning and Building Ordinances and the applicable practices that inform how the City educates and ensures compliance.
- Ability to understand data and performance measures in order to achieve results and meet performance goals and objectives.
- Exceptional organizational skills; leadership skills and excellent oral and written communication skills with a wide distribution of audiences from diverse backgrounds.
- Ability to speak to large groups and in public settings such as Council meetings and community groups.
- Negotiation skills and a comprehensive understanding of how to lead in a matrix union environment. Exceptional decision-making skills.
- Ability to manage, lead and develop a diverse staff.
- Demonstrable commitment to equity and inclusion and the ability to embed these collective works into the organization to reverse systems of racism.
- Strategic planning skills and the ability to turn vision and goals into results through concentration on change leadership and transparent communication.

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

Bachelor's degree in management, Public Administration, Code Enforcement or equivalent.

Eight (8) years progressively responsible experience in managing code compliance enforcement, municipal work experience, which has included supervisory experience.

EQUIVALENCY:

An equivalent combination of related education and experience may be considered.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$134,763-\$159,754 annually, depending on experience. 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

The position will remain open until filled. 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.