

CITY OF MINNEAPOLIS

Director, Intergovernmental Relations (IGR)

Position profile

ABOUT THE CITY OF MINNEAPOLIS



The City of Minneapolis is the largest city in Minnesota and nationally recognized as a progressive city with a strong economy and a highly engaged and diverse populace. Minneapolis is well positioned for continued growth and prominence.

Learn about what makes Minneapolis
great.www.minneapolis.org/visitor



The City of Minneapolis operates under an Executive Mayor-Legislative Council form of government. The mayor is the chief executive officer over departments. The City Council is the legislative body that adopts local laws, makes policy, and oversees programs. The mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. The City's annual budget is \$1.2 billion, and there are approximately 4,100 employees.

OUR WORKFORCE

The 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

We work to integrate racial equity concerns into all levels of City policy and practice. By doing so, we aim to dismantle systemic disparities and institutionalized racism to improve the lives of residents.



THE POSITION

The Director of Intergovernmental Relations (IGR) serves as the City's chief intergovernmental relations spokesperson responsible for developing, managing, directing, and implementing the City's officially adopted federal and regional legislative agenda at the State, Federal and Regional levels by coordinating all legislative and government relations activities. Additionally, the Director of Intergovernmental Relations (IGR) will:

- Direct the development and approval of the City's annual legislative agenda and policies in collaboration with policy makers and city staff.
- Implement the City's annual legislative agenda and policies with IGR staff and contracted firms that includes working with legislators and staff, coordinating testimony of city officials, proposing and negotiating proposed legislation or state agency rules or programs with elected officials and interested parties, and advising elected officials and staff on policy matters.
- Staff the City Council's Intergovernmental Relations Committee in collaboration with the Committee chair to finalize meeting agendas, speakers, presentations and official actions.
- Serve as liaison to the Mayor and City Council, legislators, the Governor's Office, state department leadership and partners including the City's Legislative and Metropolitan Council delegations throughout the year on policy issues and programs.
- Direct staff research on public policy issues and recommend policy positions to be adopted as part of the state legislative, federal and regional policies by the City Council.
- Serve on or lead multi-departmental work groups directed by the City Council to study issues such as minimum wage, sick and safe time, short term rentals, affordable housing, community action programs, public arts funding, economic development and pension reform. Work includes drafting a report and presenting it to the City Council and Mayor.
- Manage the IGR department: recruit and supervise staff; develop an annual budget; publish a weekly newsletter during the legislative session; assess department and staff performance; ensure compliance with state and city ethics laws related to lobbying.
- Serve on the board or policy committees of Metro Cities, League of Minnesota Cities and Meet Minneapolis.
- Other functions as assigned.



DESIRED CAPABILITIES

The ideal candidate has outstanding and demonstrated experience leading race equity efforts and being a champion for race equity initiatives that challenge the norm. Our new leader will have extensive experience moving race equity goals throughout an organization and impacting policy. Candidates should have knowledge of budgeting, fiscal administrations, management, and long-range planning.

The successful candidate will have the ability to work effectively with people in difficult and/or controversial situations. Is skilled at building relationships and influencing without authority. Has the ability to communicate effectively orally and in writing with a wide variety of people/groups and respectfully engage diverse stakeholders around a shared vision for achieving results. Strong understanding of the mechanics of city government, and familiarity with and knowledge of public sector innovation.



Desired leadership characteristics:



- Balance the need of strategic thinking and direction with the day-to-day management of the department.
- Have a high degree of integrity and work ethic.
- Collaborate with other government agencies, neighborhood groups, policy makers, and City staff and leadership to achieve goals of the City.
- A strong champion for change.
- Ability to operate professionally amid difficult times.

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 political science, public affairs, city planning, social work, sociology or other related areas along with five years of experience working on public policy development and implementation at the local, regional, state and federal levels; public finance; interpersonal relations; government structures and analyzing policy through an equity lens.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$140,822.24 - \$166,934.56 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. Priority will be given to those who submit a resume and coverletter by July 8, 2022. 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.



