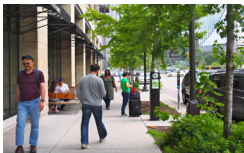


CITY OF MINNEAPOLIS

Traffic & Parking Services Director

Position profile



THE 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 \$390 million for the operation of its nine 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
- Fleet Services

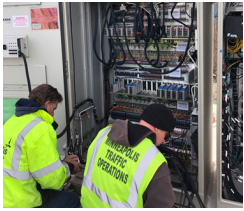
MISSION STATEMENT

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.

THE POSITION

This position reports to the Public Works Deputy Director/City Engineer. The director leads the division with responsibility for operations, engineering/technical, capital infrastructure activities of the traffic, street lighting, parking, and mobility systems and their related data through strong coordination among the transportation business line divisions. The division is made up of 150 full-time equivalent positions and has 2022 operating budgets of \$67 million revenue and \$58 million expense, and a \$14 million capital budget.

Priorities for the position include excellent leadership and management skills for the division as well as continued excellence in the management of the city's traffic, parking, and mobility efforts. This includes creativity and innovation for shared mobility, connected and autonomous vehicles, curbside management, quick-build traffic safety and calming initiatives, and modernization of various activities and assets. The division has a wide variety of customers and partners including the public, community organizations, businesses, many city departments, along with other governmental agencies. Our next leader will bring a customer service focus and provide high quality transportation services as safely and efficiently as possible.



Additionally, the Director of Traffic and Parking Services will:

- Develop strategies to accomplish the mission of the City and Department, working collaboratively with other divisions and agencies.
- Manage operations, preventative maintenance programs and repair activities; manage safety activities, training programs and certifications to improve overall safety including reducing accidents, crashes, injuries, and workers compensation claims.
- Direct, manage, supervise, and administer all functions, activities and employees of the division including Off-Street Parking/Skyways, On-Street Parking, Impound Lot, Street Lighting, Mobility, and Traffic (planning, design, operations, capital, stores).
- Develop and manage the annual budgets.
- Manage the development of new programs, data systems and compliance programs to allow the division to continue to be competitive and viable now and into the future.

MAJOR AREAS OF LEADERSHIP FOCUS

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. They will believe in the idea of public service and serving the residents of the City of Minneapolis through excellent customer service and cost-effective service delivery.

The new director will have a strong customer service focus and be skilled at managing the needs of Traffic and Parking Services customers. They will have outstanding active listening, oral and written communication skills, with the ability to effectively articulate a point or opinion, gather feedback, and incorporate other points of view when determining the most beneficial approach. This will include dealing effectively with the public, special interest/advocacy groups, elected officials, and organized labor groups.

The ability to balance strategic thinking and direction with the day-to-day management of the division is critical. The new director will be encouraged to set a vision and build the support to lead the division.

IDEAL CANDIDATE

Desired leadership characteristics include:

- Creating a culture that instills high performance and accountability.
- Ability to develop data driven, long range, and strategic business plans and innovative transportation policies and programs for a variety of projects, capital assets and operations.
- A high degree of integrity and strong work ethic.
- Collaborating with other government agencies, neighborhood groups, policy makers, and City staff and leadership to achieve the goals of the City.
- Proven executive decision-making capability and decisiveness.

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.

QUALIFICATIONS

MINIMUM EDUCATION: Bachelor's Degree in Civil Engineering or equivalent

MINIMUM EXPERIENCE: Ten years of progressively responsible traffic engineering, parking, and mobility experience, which has included a minimum of three years of supervisory or management experience.

REQUIRED LICENSES/CERTIFICATIONS: State of Minnesota Registration as a Professional Engineer, or eligibility for reciprocal registration.

PREFERRED LICENSES/CERTIFICATIONS: Professional Traffic Operations Engineer (PTOE) and/or Certified Administrator of Public Parking (CAPP)

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$138,756 - \$164,486, 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.

HOW TO APPLY

The position will remain open until filled. Priority will be given to those who submit a resume and cover letter by November 14, 2022. The cover letter must summarize how you demonstrate the seven leadership competencies during your work: focus on results, personal capability, character, leading change, interpersonal skills, cultural agility, and strives to create a racially equitable work environment.

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.