

CITY OF MINNEAPOLIS

# Director, Inspections Services

Position profile

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## 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](http://www.minneapolis.org/visitor)

Our city currently operates with an Executive Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. The City Coordinator department is one of the 10 charter departments within the City.



## 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.*

## THE DEPARTMENT

Regulatory Services is committed to operating equitably as we engage, educate and enforce. The department strives to incorporate its mission and core values of professionalism, safety and customer service into its decision-making processes and has a focus on data-driven strategies to frame its work. The department has more than 200 employees and an annual operating budget of over \$24 million.



Regulatory Services has four distinct business lines:

- Animal Care and Control
- Inspection Services
- Operations + Community Engagement
- Traffic Control

## MISSION + VISION

**Strengthening communities by partnering with residents, neighborhoods and businesses to make the city safer, healthier and more inviting for all.**

We envision a department that:

1. Instills ownership and accountability
2. Creates high performing teams
3. Defines our brand: One Regulatory Services
4. Cultivates antiracist culture
5. Employs staff who are reflective of the communities we serve



## 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. Additionally, the Director of Inspections Services will:

- 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 analytics and community engagement staff, implement engagement strategy and activities, ensuring stakeholder engagement is prioritized and culturally appropriate.
- Provide leadership on process improvement and data analysis related to the division to work more effectively and efficiently to provide a high degree of customer responsiveness.
- 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 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 want to come to work and are utilizing their strengths to prepare for future roles.
- Participate in departmental equal employment opportunity work, including action planning and implementation across divisions to hire, promote and retain a diverse workforce.
- Other duties and responsibilities as assigned by the Department Director.

### DESIRED CAPABILITIES



The ideal candidate is curious, has a well-developed sense of diplomacy, excellent leadership skills and a passion for making things work better. The ability to adapt and balance multiple projects at the same time; organize work to meet deadlines and competing priorities. Strong strategic thinker, able to deftly balance department, community and policy maker needs. Experience in navigating political environments and working with elected and department leadership. Nuanced understanding of equity issues and demonstrated ability to work with diverse communities and stakeholders. Our new leader will have outstanding and demonstrated experience leading race equity efforts and being a champion for race equity initiatives that challenge the norm. Candidates should have knowledge of budgeting, fiscal administrations, management, and long-range planning.



The Director should possess strong people skills, with high emotional intelligence and a genuine interest in developing staff. The ability to deal effectively with people in difficult and/or controversial situations. 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. Experienced project manager, including leading initiatives, facilitating groups and delivering high-quality results and recommendations.

Thoughtful change-maker. Strong familiarity with government business processes. Strong understanding of the mechanics of city government, field operations and familiarity with public or private sector innovation.

Experience working in a union environment is preferred.

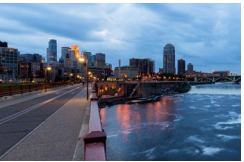
Desired leadership characteristics include:

- Balancing the need of strategic thinking and direction with the day-to-day management of the department.
- Creating a culture that instills high performance and accountability
- Outstanding and demonstrated experience leading race equity efforts and being a champion for race equity initiatives that challenge the norm.
- 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 goals of the City.
- A strong champion for change.
- Ability to operate professionally in challenging times.
- 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.



#### EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent along with eight to ten years progressively responsible municipal work experience, which has included supervisory responsibility.

#### COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$130,497-\$154,697, 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 cover letter by April 21, 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.