

City of Minneapolis
Request for Committee Action

To: Executive Committee
Date: 2/3/2016
Referral: Ways and Means
From: Human Resources
Prepared by: City of Minneapolis
Presented by: Timothy Giles
File type: Action

Subject:

Combining five existing appointed manager titles at the Convention Center into one title: Manager Convention Center.

Description:

- a. Adopting findings that the proposed position meets the criteria in Section 20.1010 of the Minneapolis Code of Ordinances, City Council to Establish Positions.
- b. Approving the appointed title of Manager Convention Center evaluated at 538 total points and allocated to Grade 11.
- c. Approving the establishment of five positions in the title to oversee Facility Operations, Guest Services, Event Services, Event Operations, and Business Services.
- d. Approving the salary schedule for the position, which has a December 31, 2015-effective salary range of \$89,722 to \$106,360, effective February 12, 2016:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Manager Convention Center	\$89,722	\$94,445	\$96,333	\$98,260	\$100,225	\$102,230	\$104,274	\$106,360

- e. Referring to the Ways & Means Committee.
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Background/Analysis:

The Executive Director of the Convention Center has requested that his manager positions be combined under one title: Manager Convention Center. The proposed broad title would combine the Facility Operations Manager (538 Points), Guest Services Manager (538 points), Event Services Manager (538 Points), Event Operations Manager (538 points) and Business Services Manager (468 Points).

Recently, the position Business Services Manager was assigned additional financial responsibilities including involvement in budgeting and overseeing the preparation of management financial reports and schedules, maintaining department financial information, and acquiring and analyzing industry-benchmarking data, and developing employees. These additional responsibilities increase its job value commensurate to the other Convention Center manager positions. If we were not recommending the combining of the titles into one manager title, we would be requesting recognition of the increased value for the Business Services Manager.

The Minneapolis Convention Center is a 1.6 million square foot facility that hosts 300 to 400 events per year with an average of 750,000 attendees, employs 200+ staff members, and operates 24 hours per day, 7 days per week. Further, the MCC generates \$250 million in economic impact for the City of Minneapolis as well as assists in sustaining over 10,000 hospitality jobs and over \$17 million in tax generation for the City. The positions will perform the following duties:

- Provide overall day-to-day management and supervision to the assigned area, coordinating, planning, and organizing work, and delegating and assigning staff responsibilities.
- Responsible for the management of all building structures and systems for the facility and related buildings to provide effective long-term preservation and improvement.
- Develop, implement and oversee preventive maintenance programs.
- Assist in the development and planning of long-term capital improvements and participate in the annual capital improvement budget process.
- Responsible for developing and implementing, monitoring and updating employee and operational policies and procedures, with an emphasis on effective, efficient, and high quality service.
- Develop and maintain relationships with, coordinate and manage activities and act as liaison with external clients, vendors, City departments, private firms, support service contractors and Meet Minneapolis to facilitate communication and coordination with facility events and operations.
- Assist in the preparation and monitoring of divisional and department budget including determining capital needs, providing expenditure projections, and reviewing approving purchases.
- Conduct facility tours and meetings with clients and potential clients, and employees to demonstrate building capabilities and provide or develop planning information for events and shows, and to promote sales at the Convention Center.
- Manage and lead recruitment, including participating in the interviewing, hiring, on boarding, training, coaching and development of employees
- Manage staff performance and outcomes. Conduct performance evaluations and professional development programs for subordinate personnel. Recommend and/or administer discipline when appropriate.
- Write bid specifications for departmental purchases; and provide information for all equipment and requests for proposals; determine the best use of new equipment; and be on the cutting edge of new Convention Center equipment and supply upgrades and available industry technology that can create revenue opportunities.
- Provide a safe environment, free of harassment, for Convention Center employees and ensure compliance with all City policies, applicable OSHA standards and local, state and federal laws.
- Ensure compliance with all Federal, State and City of Minneapolis employment laws, codes and policies including, but not limited to Respect in the Workplace, Ethics, Equal Opportunity, ADA, FMLA, OSHA reporting, Loss Prevention, and Return to Work programs.

Findings:

The proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position reports to Director, Event Services or Deputy Director Administration Convention Center, whom report to the Executive Director Convention Center.
2. These positions will be part of the designated Department Head's management team
3. The duties of the position include the development and implementation of policy and procedures for the Convention Center.
4. The positions require a solid background in the hospitality and convention center industry and work related to the specific assignment operations. Strong leadership and strategic skills are critical as opposed to longevity in the position.
5. The positions require compatibility and accountability to the Executive Director of the Convention Center who in turn must be compatible with and accountable to Elected Officials

Financial Review:

No additional appropriation required, amount included in current budget.

Attachments:

1. Classification Report; Salary Ordinance