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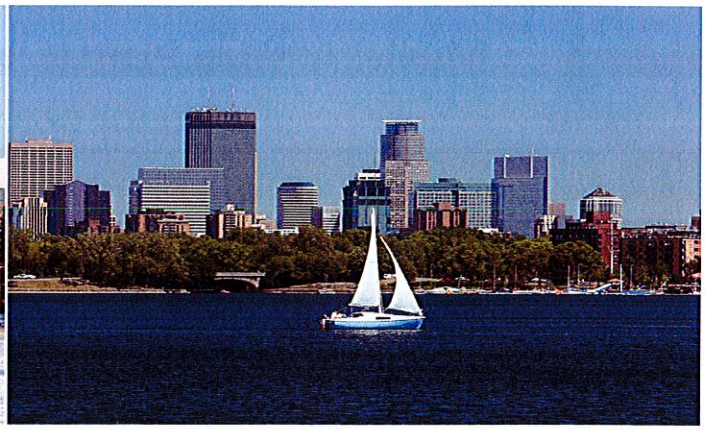
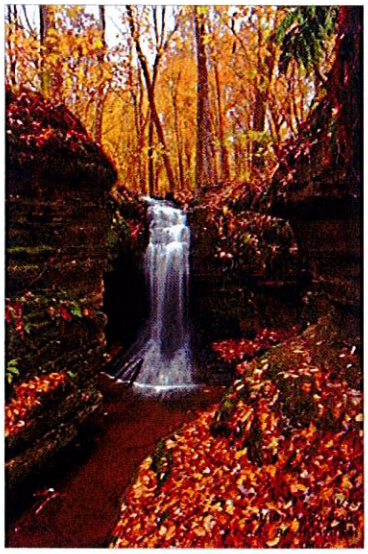


Executive Position Description

Director of Public Works

Minneapolis
City of Lakes



KEYSTONE

On behalf of our client, the City of Minneapolis, KeyStone Search is conducting a retained search for a Director of Public Works
www.keystonesearch.com

MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF PUBLIC WORKS

KEYSTONE

Letter from the Mayor

Dear Prospective Candidate for the City of Minneapolis Director of Public Works position:

By researching the opportunity to serve as our next Director of Public Works, you will find that Minneapolis is a nationally and globally competitive city with an incredible quality of life that reflects both a vibrant private sector and also generations of investment in the public good.

Ours is city of the 21st century, eager to set an example, not just for Minnesota, but for the world as we directly take on the challenges of our time including global warming, income inequality and unacceptable racial disparities that hold us back from greatness.

Our City's Public Works – and the whole public realm – are essential components of meeting those challenges. And our work is already underway. Here are some ongoing projects and programs that our new Director of Public Works will be expected to continue and accelerate:

Nicollet/Central Modern Streetcar – This will be the first such project in Minnesota and will run perpendicular to the Blue Line and Green Line Light Rail Transit (LRT) projects already in operation through Downtown Minneapolis.

Climate Action Plan and Climate Resiliency – The City is a leader on climate action, with greenhouse gas reduction goals of 30% reduction by 2025 and 80% by 2050. In addition to working toward meeting those goals, the City must prepare for the implications of our changing climate.

Orange Line Bus Rapid Transit – Starting construction in 2018 on 35W south of Downtown will be Minnesota's first center-line BRT project. Orange Line Freeway BRT will be by far the biggest non-rail transit service in Minnesota and will include a state of the art transit station at Lake Street serving the most diverse neighborhoods of the south side.

One-Sort Recycling, Organics Recycling, Zero Waste City – The City recently set goals to recycle and compost 80% of those materials by 2030. Achieving this will build upon our current residential one-sort and curbside organics recycling programs to promote waste diversion citywide as we move toward zero waste.

Career Pathways – The City of Minneapolis has a strong commitment to reach new and diverse communities through the Minneapolis Career Pathways program. Through the newly created Service Worker position, in 2015 58% of employees hired in Public Works were people of color.

Enhanced Bus to the City's Most Stressed Neighborhoods – bringing Enhanced Bus or "Arterial Bus Rapid Transit" to the C Line and D Line will significantly improve transit speeds, bus shelters and job access for residents of Racially Concentrated Areas of Poverty (RCAP)

These are just a few of the many initiatives led by our outgoing Director which will propel Minneapolis into the future. But there is much more to do.

We are committed to not allow vital plans to just sit on the shelf. Our next director will share our sense of urgency when it comes to our goals on equity, health and the climate. We will pursue big goals through pragmatic and cost effective steps that take full advantage of our existing assets. As just one example, we will reclaim our city streets for all users – with a full recognition that transit, biking, walking, and travel by automobile are all normal modes of transportation and should all be treated as primary transportation modes.

But our next director will not just be an implementer of existing plans. Our next director will bring ideas of their own – and inform, shape and expand our vision by leading our excellent staff to seek out best practices from around the world and creatively develop Minneapolis-specific applications of those practices.

The Public Works Department must not be afraid to test new ideas, but must be part of an imaginative interdisciplinary team that sees how Public Works impact so many city attributes, including greening, the environment, equity, economic development, perceptions of the city, population growth potential, health, housing and education.

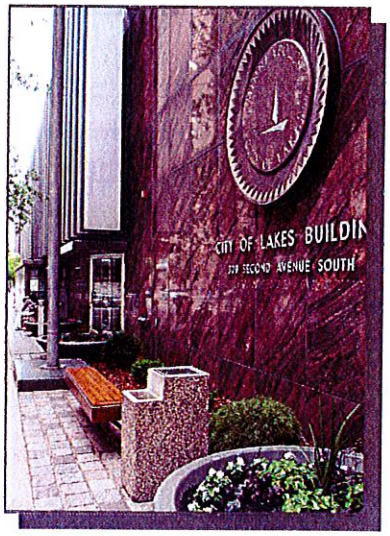
We have assembled a great team of Department Heads that works well together with common purpose. Leading the biggest department in the City, the Director of Public Works is an essential member of that team who must collaborate with this team and with policy-makers, staff and other agencies and levels of government to realize city goals.

I hope you see what an exciting opportunity will be afforded to our next Director of Public Works. Minneapolis is not resting on its laurels. The work we do together will define a career and reinvent a great City.

Betsy Hodges
Mayor of Minneapolis

The Public Works 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 1,000 full-time personnel and has an annual operating budget of $335 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

Goals of the Public Works Department

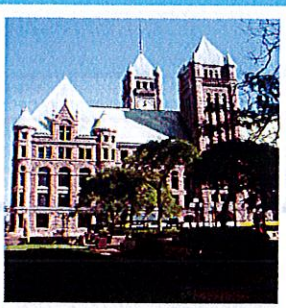
1. Engaged and Talented employees reflect our community, have the resources they need to succeed and are empowered to improve our efficiency and effectiveness
2. All people have access to high-quality and convenient multi-modal transportation options which connect every corner of the City
3. The City's infrastructure is managed and improved for current and future needs
4. Public Works operations and services are efficient, effective, sustainable, results driven and customer focused

The City of Minneapolis

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government.

The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms.

There are 10 Charter departments within the City of Minneapolis. The Public Works Department is the largest.



Minneapolis City Hall

MINNEAPOLIS PUBLIC WORKS DEPARTMENT

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DIRECTOR OF PUBLIC WORKS

Position Overview

The Director of Public Works will direct the activities of the Public Works Department with overall responsibility for all administrative, operational, technical and capital improvement activities and coordination of inter-governmental activities.

The Director of Public Works is nominated by the Mayor and approved by the City Council. The director will manage a staff of approximately 1,000 Public Works employees. The operating budget for the department is $335 million.

The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve Minneapolis' Public Works throughout its nine divisions.

Duties and Responsibilities

The Director of Public Works will:

- Provide executive direction and management of the Public Works Department
- Lead Public Works on municipal engineering and public works issues
- Give the Mayor and City Council information, advice and professional recommendations on issues and activities that fall within the purview of the Public Works Department
- Coordinate and manage the preparation of the budget and present recommendations to the City Council
- Represent the City in dealings with a variety of outside organizations, including regional and state agencies, on a variety of issues, ensuring Minneapolis' role as a regional nexus of transportation, and a vital partner in the region's economy
- Interact with labor organizations, business and civic groups, state and regional agencies, news media, etc. on Public Works functions
- Communicate with citizens, both individually and in groups, on a formal and informal basis to respond to questions and complaints on the quality of services

- Recommend long-range capital plans
- Monitor the activities of the department and perform field reviews of projects
- Manage a diverse workforce, creating a healthy, respectful work environment and encouraging professional growth and development for all employees
- Perform related duties as assigned by elected officials

MINNEAPOLIS PUBLIC WORKS DEPARTMENT

KEYSTONE

DIRECTOR OF PUBLIC WORKS

Qualifications

Bachelor's Degree in Engineering, Public Administration, Business Administration or a closely related field.

Ten years of progressively responsible experience, including at least four years of management experience.

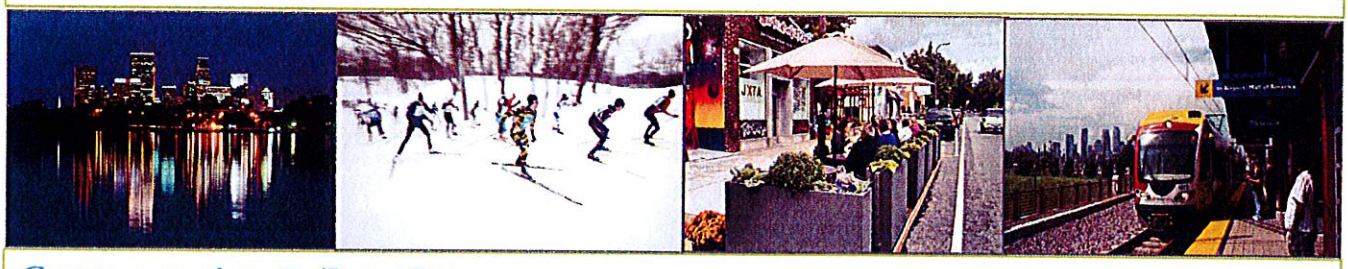
Other specifications:

- Knowledge of public works functions and its relationship with other city functions
- Strong communication and interpersonal skills
- Strong business and strategic planning skills
- Ability to build consensus for change around the vision
- Ability to implement strategy and measure progress and success
- Knowledge and/or education in the field of Engineering

The City of Minneapolis has adopted the following competencies required for leadership roles:

- Strategic Leadership: ensuring organizational alignment around overall direction, priorities, objective and plans.
- People Leadership: ensuring the department has the talent needed to achieve desired results and reflect the diversity of the community.
- Results Leadership: driving a high level of performance across the department.
- Stakeholder Leadership: effectively managing relationships with key internal and external stakeholders.

Please note that the position is opened until filled; applicants are encouraged to apply no later than April 1 2016



Compensation & Benefits

The compensations package for this position is competitive and attractive.

The City of Minneapolis offers generous executive benefits, including medical and dental insurance, life insurance, deferred compensation and retirement, vacation and sick leave.

For more information, please contact:

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bobs@keystonesearch.com

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