

Director of Planning

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 ENTERPRISE

The City of Minneapolis is a home-rule city with a population of 444,000 people, at the center of a metropolitan region of 3.7M people. The mayor and 13 city council Members, elected by ward, are typically elected for concurrent four-year terms (the current council is serving a two-year term and will be up for re-election in 2023 for another two-year term). In the November 2021 city election, voters approved a strong-mayor form of government and in March, Mayor Frey proposed his [recommended department structure to reflect this change](#). The Mayor, City Council, and Charter Commission will finalize the organizational structure later in 2022.



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 OPPORTUNITY

This is a unique time in Minneapolis. The City Enterprise continues to shift towards a focus on equity, social justice, and sustainability, while transitioning to a strong-mayor form of government. These changes will sharpen the focus on who the City is serving and clarify and simplify leadership and reporting structures within City government.

This is also a unique time within CPED, as it seeks to hire its first Planning Director in over a decade. After a ten-year separation of current and long-range planning functions, CPED leadership is committed to re-integrating all planning functions – from zoning administration and current planning to long range policy. This will ensure better planning, better decision-making for the City, and better outcomes for the community. This will also provide a more supportive work environment, a more rewarding work experience, and more opportunity for CPED planners.

The cultural and organizational shifts within the City, combined with CPED’s commitment to re-create an integrated planning function, presents a unique career opportunity for the right candidate. With the support of CPED’s Director and leadership team, the City’s new Planning Director will:

- Clarify and refine the mission and purpose of CPED planning.
- Inspire and lead a team of highly qualified, talented, and enthusiastic planners towards realizing that mission and purpose.
- Participate in City Enterprise-wide cultural and organizational changes that will continue to transform how Minneapolis creates and implements plans.

The Planning Division will play a key role in major projects, including:

- [Minneapolis 2040 implementation](#)
- [Cultural districts](#)
- [38th Street Thrive](#)
- [Upper Harbor Terminal](#)
- [Former Kmart – reconnecting Nicollet Avenue](#)
- [Recovery work](#)

*The employees of the City of
Minneapolis are aligned for a singular
purpose - to serve our community.*

THE DEPARTMENT

The Community Planning & Economic Development (CPED) department is a driving force for innovation, collaboration, and sustainability in Minneapolis. CPED was established in 2003 by city ordinance, which brought economic development, housing development, planning, and related disciplines together into one department. Development Review and Construction Code Services were added to the department in 2011 to provide “one-stop shopping” for all planning and development-related services. Soon after this addition, a subset of planners was moved into a separate Long-Range Planning (LRP) division. Due to the need for budget cuts related to the pandemic, and based on strong input from the planning teams, LRP was re-united with the larger planning team in Development Services in 2021. In December 2021, the Mayor and City Council approved the re-constitution of the Planning Division. Today, CPED is led by an exceptional executive team comprised of the CPED Director and the Directors of Housing, Economic

Development, Development Services (currently including the planning team along with Construction Code Services and Development Review), and Operations. The new Planning Director will join be joining this team.

THE PLANNING DIVISION

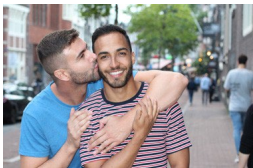
Contemporaneous with the hiring of a new Planning Director will be the reconstitution of the CPED Planning Division comprised of over 40 planning professionals responsible for the full range of integrated planning functions from current to long-range planning and including zoning administration, land use, design review, historic preservation, community planning, and code development. In 2020, the CPED planning team completed the City's first equity-focused comprehensive plan, the Minneapolis 2040 Plan, to national acclaim. The Planning Director and planning staff will continue to implement that plan, while also promoting:

- Planning as a real-time decision-making tool for the City Enterprise, including other departments and department heads, the Mayor's Office, the Coordinator's Office, and the City's elected leadership.
- Planning as a framework for large, complex projects and processes.
- Planning as a process of integrating current market conditions into our long-range vision for the city.
- Planning as a tool for creating, refining, and communicating the community's vision from the city.

THE POSITION

Community Planning & Economic Development (CPED) is seeking a strategic, enthusiastic leader who believes that how you do things is as important as what you're doing. Lead and manage city planning programs, functions, and staff. This position will advance implementation of the Minneapolis 2040 Comprehensive Plan centering racial equity and climate justice. Additionally, the Director of planning will:

- Lead and manage a talented and diverse 40-member planning team to implement and update the Minneapolis 2040 Comprehensive Plan, including development and implementation of planning, urban design strategies, community strategic development plans and other policy and regulatory frameworks that support equitable growth and development.
- Serve as ambassador and lead representative for the work of the planning division, internally, with elected officials and other city department heads, and externally, with community organizations, neighborhood and business associations, business and property owners, and other external stakeholders and partners. Ensure transparency, build trust, foster engagement, solve problems, and generate support for City plans and projects.
- Coordinate and collaborate with the Mayor's Office, the Coordinator's Office, other City Departments, and the City Council.
- Manage the department's teams and processes, ensuring the constant and efficient workflow of applications and plans and constantly seeking to improve processes.



- Support and administer the City’s historic preservation processes, including historic designation studies and nominations.
- Support the Planning Commission, Board of Adjustment, and Heritage Preservation Commission, including helping to recruit commission and board members and fostering and maintaining positive board and commission relations.
- Develop strong partnerships/working relationships with other CPED divisions and City departments, further developing the credibility and expertise of the current and future planning function within the City enterprise.
- Promote excellence in urban design, sustainable design, transit-oriented design, accessible/universal design, and the enhancement of our urban public realm.
- Promote and implement transit-oriented and urban design principles consistent with the Minneapolis 2040 Comprehensive Plan. Continue to guide the City with innovative planning policies and regulations.
- Integrate urban design principles into CPED’s development strategies including requests for proposals for City-owned property.
- Develop and implement strategies to support community development plans.
- Manage budgets and ensure resource development needs are met for the planning division.
- Serve on the CPED leadership team along with the CPED Director, Directors of Economic Development, Housing Development, Development Services, and Operations and Innovation, to collaborate across CPED divisions and provide input on strategic plans, priorities, and operations for the department.
- Support and nurture staff and create an environment that encourages excellence in planning, including the enhanced integration of zoning administration, current planning, and long-range planning.
- Serve as a leader and ambassador of the city for large and complex projects that require coordination across multiple departments and agencies and with the community.
- 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. They have the ability to adapt and balance multiple projects at the same time, and organize work to meet deadlines and competing priorities. They are a strong strategic thinker, able to deftly balance department, community and policy maker needs.

The ideal candidate has experience in navigating political environments and working with elected and department leadership. They have a 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 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 Planning Director will possess strong people skills, with high emotional intelligence and a genuine interest in developing staff. They will have the ability to deal effectively with people in difficult and/or controversial situations. They will have 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. They will be an experienced project manager, including leading initiatives, facilitating groups and delivering high-quality results and recommendations.

The Planning Director will be a thoughtful change-maker, with strong familiarity with government business processes, a strong understanding of the mechanics of city government, field operations and public or private sector innovation. Experience working in a union environment is helpful.

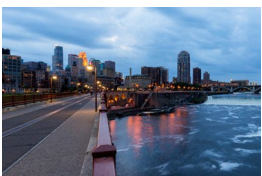
Desired leadership characteristics include:

- **A Relationship Builder, Collaborator, and Colleague:** The Planning Director will be a team player who can build strong relationships with the community as well as with their city colleagues – the planning staff, the other CPED directors, directors of other departments, the City Coordinator, City Council Members, and the Mayor’s Office – becoming a trusted and valued partner in the promotion and implementation of good planning in Minneapolis and creating a culture that instills high performance and accountability.
- **A Confident Yet Humble Leader of People:** The Planning Director will be a strong and charismatic leader with excellent personal and communications skills, someone who is humble yet confident, who loves working with people, and who can manage staff through uncertainty and change. The Planning Director will be a culturally agile and emotionally intelligent and available leader who can empower and enable people and teams, remove roadblocks, provide support, and allow staff and team members opportunities to grow and lead. The Planning Director will possess a high degree of integrity and strong work ethic.
- **A Skilled Operator who can Get Things Done in Government:** The Planning Director will know how to navigate city government and politics, how to attract and utilize scarce resources, how to build staff capacity, how to be decisive, and how to lead people, teams, processes, workflows, and projects. The Planning Director will be adaptable, flexible, resilient, comfortable with uncertainty and ambiguity, and know how to collaborate, negotiate, compromise, and always seek common ground. The Planning Director will be comfortable working with the adopted statutes, policies, plans and ordinances that guide much of the planning division’s work.
- **An Organizational Thinker:** The Planning Director will understand how city planning functions and bureaucratic processes work and how they can be better aligned. The Planning Director will inventory the planning division’s strengths and assets and evaluate and improve the internal structure and workings of the division to better serve the City and the community. The Planning Director will have proven executive decision-making capability and decisiveness.

- **A Community-Minded Public Servant:** The Planning Director will lead a team that engages and learns from the community to inform planning and policy development implementation.
- **An Advocate for City Planning and City Planners:** The Planning Director will advocate for city planning and planners within CPED leadership, among elected leaders, across the City enterprise, and throughout the community. The Planning Director will support, promote, and create opportunities for professional growth for city planners, while inspiring teamwork, collaboration, collegiality, and esprit de corps within the planning division.
- **A Strategic and Tactical Project Leader:** The Planning Director will support planning staff who serve as the ambassadors of the City for the implementation of large and important projects that require collaboration among multiple city departments and other agencies and stakeholders. The Planning Director will help staff anticipate and develop strategies to frame the “why” of projects, promoting the use of persuasion rather than authority to explain and advocate for their recommendations. The Planning Director will be a curious, open-minded, skillful, and creative problem solver.
- **A Visionary Second, a Pragmatist First:** The Planning Director will serve as the communicator and promoter of the vision for the city – the vision of the communities and people we are serving – while bringing a fresh organizational vision to the department’s structure and operations. The Planning Director will combine a deep understanding of the big picture with technical knowledge of how all the pieces fit together, will be solutions-oriented, and will understand both the “why” and the “how” of the work of the planning division.

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 identify 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 urban, regional, or community planning, urban affairs, architecture, landscape architecture, or a closely related field or equivalent along with ten years of progressively responsible planning experience as a public administrator and planner, including at least two years in an urban environment, with some portion of the experience in a government-related position that included three years of administrative or management experience. A Master's Degree in planning or a related field is preferred. An American Institute of Certified Planners (AICP) certification is desired.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$149,520 to \$177,246 Annually, 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 6/19/2022. 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.