



*The largest city in Minnesota has a strong economy, friendly neighborhoods, a rich and diverse tradition of excellence in our schools, a park system that is “the closest thing to park nirvana” and a thriving arts and theater community.*

*The*  
**Minneapolis Public Works Department**  
*invites your interest in the position of*  
**Assistant Director Water Treatment  
and Distribution**

# City of Minneapolis



**M**inneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area - known as the Twin Cities - is the

opportunities, including the Mall of America and the Minnesota Wild hockey team. Minneapolis proper is home to the Minnesota Vikings, the Minnesota Twins and the Minnesota Timberwolves.



*Outdoor Dining on Nicollet Mall*



*Minneapolis Skyline at Dusk*

Boasting more than 30 theatres, two world-class art museums, street festivals, farmers markets and the world renowned Minnesota Orchestra, Minneapolis is the place to visit and live.

some of the nation's finest department stores and shops.

The City of Minneapolis, often called the City of Lakes, provides breathtaking natural beauty with its 22 lakes and the Mississippi River winding its way through the landscape. Its 170 parks and 41 miles of bike paths help to blend the best of urban life with family oriented residential neighborhoods.

14th largest in the country. Named one of the nation's safest, most fun and most livable cities, Minneapolis was ranked first in 2007 Forbes magazine as the "Most Affordable Place to Live Well", as well as first in 2007 Travel & Leisure magazine for "Cleanliness", and first in 2007's "Most Literate Cities in America" study.

The Twin Cities metropolitan area provides a myriad of entertainment



*Weisman Art Museum*

Downtown Minneapolis is the core of the city's strong economy. A mecca of skyscrapers, theaters, shopping, dining and historic districts, Downtown also offers



*Lake of the Isles*



## GOVERNANCE

The City of Minneapolis has 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, with the Public Works Department being the largest of these.

## *The Public Works Department*

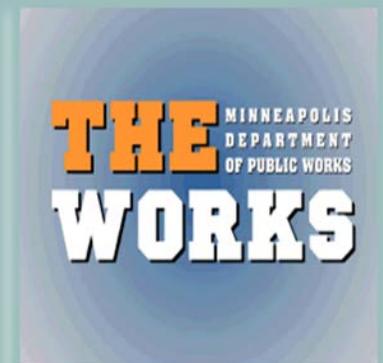
The Department of Public Works is a multi-functional agency providing a variety of maintenance, infrastructure and general services to the residents and business establishments of the community.

The department employs more than 911 full-time personnel and has an annual core services budget of about \$306 million for the operation of its eight divisions:

- \*Public Works Administration
- \*Solid Waste & Recycling
- \*Water Treatment & Distribution
- \*Traffic & Parking Services
- \*Fleet Services
- \*Transportation Planning & Engineering
- \*Transportation Maintenance & Repair
- \*Surface Water & Sewers

## 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.



## VISION STATEMENT

To provide: "Excellent urban infrastructure and services for Minneapolis."

# City of Minneapolis



## ***Minneapolis Water Treatment & Distribution Services***

Minneapolis Water Treatment & Distribution Services, also known as Minneapolis Water Works, was established in 1867 as a community-wide source of water used for fire fighting. Since then, our system has developed from a single pump station, taking water from the Mississippi River and delivering it to a small distribution system, to the largest water utility in the upper Midwest, with approximately one thousand miles of water main, 14,000 valves and 8,000 fire hydrants within the City of Minneapolis.

The sole source of our water supply is the Mississippi River, with an annual withdrawal of 21 billion gallons. The water we take in from the river goes through a treatment process, including filtration, disinfection and ***Columbia Heights Membrane Filtration Plant***

sedimentation. Fluoride is also added to our tap water to help prevent tooth decay.

In addition to treating the water, Minneapolis is one of the few cities in Minnesota that softens water at a centralized softening plant, which saves our customers the expense of buying and maintaining their own home softening system.

In 2005, a state-of-the-art Membrane Filtration Plant was built, which effectively removes impurities smaller than can be detected by a standard microscope. This system removes impurities even more effectively than required by emerging and increasingly stringent federal drinking water standards.

Minneapolis Water Treatment & Distribution Services produces an average of 50 million gallons of safe, great-tasting economical tap water each day.

### ***Current Challenges***

- Financial Planning and Budget oversight
- Employee Relations and Engagement
- Aging Infrastructure

### **Mission Statement**

To produce and distribute safe, aesthetically pleasing water in sufficient quantity and a cost effective manner to meet customer needs and to be effective stewards of the public infrastructure.





*The Assistant Director of Water Treatment and Distribution is responsible for providing assistance to the Director, Water Treatment and Distribution in cost-effectively providing safe-drinking water to the City and its customers through administration, planning, operation, and maintenance of the water treatment and distribution system.*

## *Desired Leadership Characteristics*

### **THE IDEAL CANDIDATE WILL:**

- Be a strategic thinker, while at the same time able to effectively react to situations that require immediate attention and response
- Be able to look for ways to proactively accomplish goals and objectives through planning, process improvement and innovation
- Have strong and effective communication skills, with the ability to articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach
- Possess a strong leadership style and understand the value of creating effective work teams, embracing diversity, building employee relationships, and leading by example to drive organizational success
- Understand when to be a facilitator, when to mentor, and how to delegate effectively
- Be credible, with a high degree of integrity and strong work ethic
- Have the ability to manage workplace conflict, and use it to ultimately better the work environment
- Believe in the idea of public service and serving the citizens of the City of Minneapolis through excellent customer service

### **OTHER DESIRABLE QUALIFICATIONS**

- A Master's Degree in Business (MBA)
- Considerable knowledge of water systems operations and maintenance activities in a large scale water plant operation
- Strong supervisory and managerial skills
- Knowledge of financial budgeting for a large scale public utility operation
- Strong communication and presentation skills



## *Roles & Responsibilities of the position include:*

- Assist in management and oversight of the operation of the water treatment plants and distribution system.
- Provide direction for the maintenance, design and construction of water treatment plants and the distribution systems.
- Assist in administering multi-million dollar budgets and long-term financial plans for all Water Department activities.
- Aid in the management of the Department, including establishing policies, goals, objectives and performance measures.
- Provide leadership to achieve the goals of cost effective water production and distribution, excellent water quality, and good customer service.
- Develop strategies to accomplish the mission of the City and Department.
- Assist in the management of suburban and other external customer contracts for the supply of water.
- Act in response to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships.
- Represent the City on various internal and external boards and committees.
- Act as a media contact on water supply, treatment and operation concerns, etc. including consumer confidence reports, press releases and interviews.
- Help with initiating change within the Water Treatment and Distribution Services Division that promotes a high performing team and supports Public Works in meeting the goals of the City, and its citizens.
- Assist in management and oversight of the personnel and administrative issues for the Water Treatment and Distribution Department, including recruitment and retention of diverse workforce, training, performance management, engagement, and employee relations.

## City of Minneapolis



### ***The Position***

The Assistant Director Water Treatment and Distribution will report to the Director of Water Treatment and Distribution and work closely with the Director of Public Works, other Division Directors and City Departments for which services are provided.

In addition, this position works closely with MN Department of Health , neighboring cities and the Metropolitan Council.

The position administers an annual budget of more than \$70 million and oversees the management of about 197 full-time employees.

### ***Education and Experience***

#### **REQUIRES:**

A Bachelor's Degree in Civil or Environmental Engineering, Chemistry or Environmental Science with course work in business management or equivalent. Eight years of progressively responsible related experience which includes supervision, management or large project management in a water treatment and distribution operation or equivalent.

### ***Compensation & Benefits***

The salary range is from \$103,630.00 to \$114,538.00, dependent upon experience.

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

---

### **Qualified candidates, please submit your resumé to:**

Tina Hebner  
Public Works Water Administration  
Room 206  
250 South 4<sup>th</sup> Street  
Minneapolis, MN 55415  
612-673-2418  
tina.hebner@minneapolismn.gov

For more information about Minneapolis, please visit: [www.minneapolismn.gov](http://www.minneapolismn.gov)

---

### **Timetable**

Deadline for submitting resumé is January 31, 2012

The proposed start date is April, 2012

