

POSITION DESCRIPTION CITY OF MINNEAPOLIS

Strategic and Business Planning Coordinator

Function

The Strategic and Business Planning Coordinator will be responsible for the development and implementation of the City's government core processes of planning and resource allocation and will coordinate, develop, and assist the enterprise and its departments in strategic planning, business planning, and performance measurement. This person will also provide support and input to linking these activities with the annual budget process and with citizen and employee engagement efforts. The Strategic and Business Planning Coordinator is appointed by the City Coordinator, but reports to the Director of Management and Budget.

The Strategic and Business Planning Coordinator will maintain a consistent, Citywide approach to business planning; further institutionalize the Citywide approach to business planning and the use of performance measures in the organization; engage citizens in performance measurement; research, monitor and disseminate best practices; provide ongoing training and coaching to department heads and staff on the purpose and value of business planning and on the use and design of performance measures; and serve as an expert resource for department heads and staff to assist with the development of department business plans and the implementation of performance measurement.

The Strategic and Business Planning Coordinator will also lead and facilitate the development of enterprise initiatives that enhance the efficiency and effectiveness of City services. In this capacity, this person will coordinate communication among departments, manage conflict that occurs in the change process, and help identify measures of the success of enterprise initiatives. Some examples of other key processes led by this position include the development of City goals and priorities with elected officials, and the citizen and employee surveys.

Qualifications

- Bachelor's degree in Public Administration or closely related field (Master's degree in Public Administration is preferred)
- A minimum of five years work experience in progressively responsible positions, including at least two years in a large complex public sector organization and two years business planning/performance measurement experience and experience managing complex, collaborative projects, working with all levels of staff.

Knowledge, Skills & Abilities

- Strong knowledge of business planning in large, complex governmental organizations
- Strong knowledge of performance measurement systems, including the development and refinement of outcome-based measures
- Working knowledge of the internal workings of large, complex municipal organizations
- Working knowledge of budgeting in large, complex governmental organizations
- Basic knowledge about workforce planning, technology and facility planning and asset management
- Ability to negotiate and work collaboratively with senior staff and elected officials
- Ability to work comfortably with elected officials, department heads and city employees at all levels.
- Ability to lead, organize and manage multiple projects
- Ability to use a variety of computer software programs, including spreadsheets, databases, word processing, graphics and presentation software
- Strong written and oral presentation skills
- Strong leadership, interpersonal and conflict management skills

Salary and Benefits

Starting salary \$68,316 (Entire salary range \$68,316 - \$75,507) and City of Minneapolis appointed employee benefits package.

Selection Process

Please send resume and cover letter to Sarah Kriewall, City of Minneapolis Human Resource Department, 250 South 4th Street, Suite 100 Public Service Center, Minneapolis MN, 55415 or e-mail to sarah.kriewall@ci.minneapolis.mn.us.

Resumes will be accepted through October 22, 2004 and we anticipate the interview process to begin in early November.

City of Minneapolis is an Affirmative Action/Equal Opportunity Employer

9/1/2004 sak