

Job Description for Director of Administration

Salary range \$77,285 - \$85,420

Roles and Responsibilities

This position will assist the director of Public Works with the day-to-day operations and strategic planning for the department. The position reports to the Director, Public Works, and is responsible for, but not limited to, the following duties and responsibilities.

- Strategically develops and manages workforce development projects including performance management, training, recruiting and retention programs. Coordinates with Assistant Directors Public Works to conduct workforce analyses for a variety of decision processes. Coordinates appointed-personnel recruitments and selection processes. Assists with the design and management of personnel development programs and performance evaluations systems for the department. Supports the director with department-wide issues involving personnel issues and policies of all types to ensure the consistent application of city and department policies, practices and procedures.
- Strategically develops and manages organizational development projects and change initiatives that affect the entire department. Develops or engages others in developing solutions to complex, non-routine problems at the organizational level. Facilitates analysis, planning and implementation processes at the organizational level. Along with other Assistant Directors Public Works, assists the Director Public Works in developing and reaching the Department's vision and mission. Takes action to implement solutions and influence change throughout the organization.
- Strategically manages ongoing department and special projects such as business planning, and other key department-wide initiatives such as Balanced Workforce, Performance Management, Accident Review Board, Work Environment Projects, Mentoring Program, Recognition Award Program, Training and Career Development Program, and labor contract negotiations as assigned by the Director. Responsible for the development, implementation, modification and communication of department-wide policies, procedures and programs.
- Represents Public Works on city-wide initiatives such as the City-wide employee Survey team, Limited English Proficiency Planning Team, and other committees that review city policies, ordinances, Civil Service Commission Rules, etc. Facilitates organizational response to others as directed by the Director of Public Works.
- Supports the Director in managing communication throughout the Department including developing employee information releases, and informing all stakeholders of ongoing and completed department initiatives.

Required Knowledge and Experience

The department is requesting that the incumbent have a bachelor's degree in Business Administration, Public Administration or other related degree. A master's degree is preferred. At least five years of progressively responsible experience in management and supervision in a large, complex organization. Experience should include issue management, change management and organizational communications. Additionally, the candidate should have demonstrated ability to analyze data, facilitate small and large group meetings, and develop and implement recommendations across a large organization with employees at multiple locations.

Job Application Procedures

If interested, please send a cover letter of interest and your resume to:

Jean Poppen, Public Works Administration
Room 203 City Hall - 350 S 5th Street
Minneapolis, MN 55415

Phone: 612-673-3071

Fax: 612-673-3565

Or by email to: jean.poppen@ci.minneapolis.mn.us

Applications accepted until September 24, 2004, or until a sufficient number have been received.