

Required Knowledge and Experience

- A Bachelor's degree in business administration, public Administration, finance or a closely related field that would provide a solid foundation for financial management in a large public sector organization.
- Eight years or more of progressively responsible public sector administrative/management experience, including three years of executive level experience and five years in an administrative or staff capacity analyzing and making recommendations for the solution of problems or organization, program, procedures, personnel, budget or strategic planning.
- Candidates are required to pass a background check.

Other Specifications

The successful candidate will have:

- Strong public financing, budgeting and accounting skills;
- Experience conducting administrative studies and analysis of management problems;
- An understanding of the principles and current developments in public administration with emphasis on local government; the functions of County and City government; and State, County and Municipal relationships;
- An understanding of the legislative process as it relates to local government and the funding practices of State and Federal agencies; and the legal authority, limitations on, and practical implications of Minnesota State law and joint powers and cooperative agreements.

- The ability to plan, organize, direct, coordinate and supervise the work of staff, and coordinate complex financial and management projects;
- The ability to deal with issues involving diverse governmental functions; define problems; and collect, analyze, evaluate and interpret data. This includes the ability to define and select alternatives and establish rationale for and project consequences of decisions and/or recommendations;
- Strong financial management, organizational, and analytical skills;
- Good oral and written communications, including strong public presentation and facilitations skills

To Apply

Resumes will be accepted through September 30, 2007.

Send cover letter and resume to:

Steve Nutting, Human Resources Generalist
City Hall, Room 230
350 South 5th Street
Minneapolis, MN 55415

Phone: 612-673-3124

Fax: 612-673-2828

E-mail: steve.nutting@ci.minneapolis.mn.us



An affirmative action/
equal opportunity employer.



City of Minneapolis, Minnesota

Director, MFD Financial Operations

Minimum Salary: \$82,710

Roles and Responsibilities



Minneapolis 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 14th largest in the country. Named one of the nation’s safest, most fun and most literate cities, Minneapolis was ranked as the best large Midwestern city in which to live and was recently honored as the most athletic city in the nation and among the country’s top travel destinations for 2006.



Lake Calhoun

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



Farmers’ Market

Downtown also offers some of the nation’s finest department stores and specialty shops. Much of Downtown is connected by an enclosed climate-controlled skyway system.

About the City of Minneapolis Fire Department

Nearly 400,000 people call the City of Minneapolis home, and even more come here for work, to attend school and enjoy our parks, entertainment, arts, restaurants and nightlife.

The Minneapolis Fire Department has about 414 firefighters assigned to 19 stations located throughout the City, and an annual operating budget of \$52 million. The Fire Department is committed to providing professional emergency services that ensure public safety in our community and the region we support.



Station 28

About the Financial Operations Director, Minneapolis Fire Department

The Financial Operations Director will be responsible for developing and monitoring the Fire Department budget as directed by the Fire Chief. The incumbent will work with minimal supervision having considerable latitude in making daily decisions regarding all financial operations. The Financial Operations Director will be responsible for, but not limited to, the following duties:

- Provide direction to department support services, including budget development; financial management and reporting; human resources; information systems; technology planning; logistics; business planning; management analysis; and other operating activities.
- Work in collaboration with the Fire Chief to prepare the annual budget and participate in budget negotiation and presentation.

- Monitor departmental budget expenditures and recommend reallocation of budget appropriations and expenditures.
- Develop, implement and maintain long-range fiscal plans for the department.
- Initiate and direct cost studies, and advise an ongoing evaluation of departmental operations and procedures.
- Develop, recommend and implement new and revised policies, practices and procedures to affect operational efficiency and effectiveness.
- Ensure compliance with departmental financial guidelines to achieve improved services and a reduction in overall administrative costs.
- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign and evaluate the performance of personnel.
- Monitor and regularly report progress toward achievement of departmental goals to the Fire Chief.
- Maintain effective relations with other City and non-city departments, civic groups and the public; interpret the objectives and progress of the department; and communicate with the media and elected officials.
- Plan, organize, assign, direct, coordinate, and evaluate the work of information technology managers and supervisors.
- Serves as lead project manager on key strategic projects in MFD including workforce planning, 5-year planning, performance management project oversight, capital projects, capital equipment, etc.
- The incumbent in the proposed position will have direct supervision of the Logistics Officer, Program Assistant, and Grant Writing staff.