

Assistant Superintendent for Planning Services



Minneapolis Park and Recreation Board

fast facts

1883	Year MPRB established
15.4 million	Estimated regional park visits
5 million	Estimated neighborhood park visits
182	Park properties
6,732	Acres of parkland and water
200,000	Boulevard trees
49	Recreation centers
27	Computer labs open to the public
6	Skate parks
215	Playgrounds
60	Wading pools
2	Water parks
12	Authorized beaches
7	Fishing piers
6	Boat launches
4	Canoe launches
345	Sailboat buoys
438	Canoe/kayak racks
4	Outdoor performance stages
55	Miles of parkways
43	Miles of Grand Rounds walking paths
43	Miles of Grand Rounds biking paths
5	Dog off-leash recreation areas
12	Gardens
2	Bird sanctuaries
7	Golf courses
3	Golf driving ranges
1	Winter recreation area
2	Indoor ice arenas
48	Outdoor ice rinks
396	Multipurpose sports fields

Minneapolis Park and Recreation Board

Organization Structure

The Minneapolis Park and Recreation Board (MPRB) is an independent, semi-autonomous body responsible for maintaining and developing the Minneapolis Park system to meet the needs of citizens of Minneapolis. This unique structure allows independent decision-making so the MPRB can efficiently oversee a diverse system of land and water. Nine Park Board Commissioners are elected every four years: one from each of the six park districts within the city and three that serve at-large. The policy-making Board of Commissioners appoints the Superintendent to provide high-level oversight and leadership to the nationally renowned park system. Five Assistant Superintendents, all appointed by the Superintendent, oversee administration, development, operations, planning and recreation with a staff of 485 full-time and 1200 part-time employees and an annual operating budget of \$54 million. The MPRB is one of five Minnesota park agencies and one of only 97 agencies in the United States that is accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

Mission

The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve and enhance its natural resources, parkland and recreational opportunities for current and future generations.

The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate and engage in activities that promote health, well-being, community and the environment.

Residents Recognize Value of Parks

Minneapolis residents recognize the value of parks – 99 percent think the Park System plays an important role in serving the public, 96 percent think the parks and lakes play a key role in the physical health and wellness of city residents, and 94 percent say the Park System contributes to the economy by increasing the value of properties near parks.

Minneapolis Distinctions

Tops the list for best bike cities – *Bicycling Magazine* 2010

Named the Best U.S. City for Young Professionals – *Today Show* 2010

Second fittest city in America – *Men's Fitness magazine* 2008

One of the world's top biking cities - *Travel and Leisure magazine* 2009

Among top-10 best cities in the nation – *Outside Magazine* 2009

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Essential Job Duties

- Responsible for the overall management of the Minneapolis Park and Recreation Board Planning Services.
- Providing strategic leadership and management for Planning Services to include highly responsible planning and administrative work for all activities of the department.
- Demonstrate leadership building a collaborative environment including working across department lines and forming partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.
- Direct and manage the activities of the Department to assure that thorough planning, design and high quality facilities are compatible with the Park Board's mission and in compliance with all regulatory bodies. These activities include long-range and current land use planning, community assessment and engagement activities, capital project management, real estate management, construction project management, and environmental and sustainability practices.
- Develop and update the Park Board's Comprehensive Master Plan, ensuring that the Park Board's Master Plan is incorporated into the City of Minneapolis's Master Plan, and ensuring that the Comprehensive Master Plan is incorporated into Park Board and City

Assistant Superintendent for Planning Services – Position Responsibilities and Requirements

Knowledge *(position requirements at entry)*

The Assistant Superintendent for Planning Services will have the knowledge of:

- Principles and practices of state-of-the-art park and urban planning.
- Contemporary principles and best practices of public administration.
- Modern principles and best practices of design, construction and scheduling involved in building and related site development projects.
- Multi-disciplinary construction and site plan requirements.
- Contemporary principles and best practices of personnel management and supervision.
- Contemporary principles and best practices of accounting, budget preparation, organization management and analysis of data.
- Computers and software applications used in business settings and planning work (e.g. word processing, spreadsheets, AutoCad, GIS, including workflow management software systems).
- Outstanding customer service principles and practices.
- Basic contract laws and regulations.
- Pertinent federal, state, county and city laws, codes, ordinances and regulations.
- Economics, municipal finance and sociology as applied to city planning.

The Way We Work

The Employees of the Minneapolis Park and Recreation Board:

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Park Board services and objectives.
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service.
- Foster meaningful interaction among people through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Park Board and community.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.

Skills and Ability *(position requirements at entry)*

The Assistant Superintendent for Planning Services will have the skills and ability to:

- Understand, correctly interpret and effectively communicate with others codes, plans, construction and specifications.
- Critically analyze operations, collaboratively design and institute improvements without disruption of existing operations.
- Imaginatively and effectively identify and evaluate plan alternatives in relation to trends, costs and social pressures and needs.
- Thoughtfully organize and creatively administer the functions of current and long-range planning.
- Thoroughly evaluate program alternatives and make recommendations for improvements in business programs and service delivery.
- As Department Head, provide comprehensive support to assure the successful and effective performance of all department staff.
- Provide both oral and written communication that is easily understood and direct in its content.
- Analyze pertinent data and provide meaningful reports pertaining to the operations of the work unit.
- Establish and maintain effective, respectful and productive working relationships.
- Negotiate effective and appropriate solutions to difficult conflicts.
- Listen effectively to understand thoroughly the intended message.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.

Compensation and Benefits

The salary and benefits are competitive, with an anticipated starting salary of \$125,257.

Application Process

Interested applicants should forward a cover letter and resume to:
resumes@affionpublic.com
Reference: MPRB

Affion Public
20 North 2nd Street, Suite 200
Harrisburg, PA 17101
888-321-4922
Fax: 717-214-2205
www.affionpublic.com

Planning Department Key Initiatives

Planning Services

The Assistant Superintendent for Planning performs a variety of routine and complex work in managing all phases of the Park Board's planning activities to effectively fulfill the organization's mission in serving the community. Below is a list of current key initiatives in Planning Services.

- **Manage riverfront park development:** The Mississippi Riverfront Design Competition will provide a world-class vision for the central and upper riverfront in Minneapolis. Cultivation and management of successful partnerships with public, private and non-profits will be essential to implementation. Visit www.minneapolisriverfrontdesigncompetition.com for information about the design competition.
- **Manage an \$85.22 M 5-year capital improvement program:** The MPRB's 182 properties include regional and neighborhood parks with several possible funding sources. Recreation center redevelopment, parkway paving and lighting, topical plans for amenities like trails, fields and courts, and an overall infrastructure master plan will be critical to ensuring the several unique funding sources are applied wisely.
- **Implementation of the 2007-2020 Comprehensive Plan:** The 2007-2020 Comprehensive Plan sets a vision for the park system that spans infrastructure and service delivery. Strong leadership, ongoing vision and strategic planning will make certain that it continues to evolve and guide the organization.
- **Implementation of the Master Plan for the Grand Rounds Missing Link:** This master plan articulates how the MPRB can accomplish its 100+ year vision of creating a continuous loop of parkway and trails around the City of Minneapolis. Successful implementation rests in enrolling partners across the city in the vision.
- **Community engagement for the future:** Minneapolis residents are acclaimed for their civic-mindedness and the MPRB is currently developing a new policy to guide its future community engagement and involvement. Open, authentic public engagement is essential for project success and long-term relationship building with park neighbors and visitors.
- **System-wide implementation of the system's Sustainability Plan:** The MPRB's Sustainability Plan identifies several action areas and innovations that range from increased building efficiency and purchasing practices to energy independence. Collaboration across MPRB departments and state-of-the-art design will establish the MPRB as a sustainability leader.
- **North, Northeast and Downtown Park Plans:** The 2007-2020 Comprehensive Plan identifies several areas where residents are underserved by parks and natural areas. Geographically-based park plans for these areas will set the course for closing the gap.

