



Minneapolis Finance Department Director of Development Finance

The Minneapolis Finance Department is seeking applicants for the appointed position, Director of Development Finance. Salary range for 2008: \$84,039 – \$92,886 per year.

About the Position

This position serves as the Director of the Development Finance Division in the Minneapolis Finance Department. The Director of Development Finance is responsible for directing Development Finance operations in an efficient manner within City policies, state laws, and best practices in municipal finance. The Director of Development Finance is responsible for directing and managing the creation, maintenance and analysis of development-related financial information and processes that inform development decisions and administer Community Planning and Economic Development (CPED) and Neighborhood Revitalization Program (NRP) contractual obligations. The Director of Development Finance provides leadership to, technical resources for, and encourages customer service among an assigned staff of approximately 15 finance professionals in the areas of development finance services, budget and grants management, development loans and contracts, and NRP/Citizen Participation. This position reports directly to the City's Chief Financial Officer (CFO) and coordinates objectives and priorities with the CFO.

Typical Duties and Responsibilities

- Serve as the primary point of contact for development related financial information as needed by CPED management, the CFO, and City policy-makers.
- Direct, coordinate and review the preparation of development project plans and modifications for redevelopment projects and tax increment financing districts.
- Direct and conduct in-depth development related research and analysis including compilation of demographic, economic, physical and financial data; conducting special research necessary.
- Direct the preparation of CPED's annual and long-term program, project, department and division budgets and collaborate and assist the CPED Executive Director in the presentation.
- Direct the development and maintenance of procedural guides and the provision of ongoing training and consultation services for CPED Project Coordinators.
- Direct the provision of detailed information to CPED staff on legal and administrative procedures related to the development process and applicable laws, ordinances and regulations.
- Develop and propose detailed implementation and operating procedures for new projects and programs for CPED as requested.
- Negotiate or assist in negotiations with developers or other parties relating to development related transactions.
- Represent the CFO and CPED on special task forces, committees, and at seminars, conferences and community meetings.
- Respond to inquiries from City Elected Officials and other public and legislative bodies.

- Develop policy analysis and recommendations and present to elected officials for approval.
- Hire, train, develop, and provide leadership to the City's Development Finance Division staff.

Position Requirements

Bachelor's Degree in Business Administration, Public Administration or Accounting (Masters Degree preferred) with five (5) years of progressively responsible experience in public development finance.

Other Required Qualifications

- Thorough knowledge of governmental accounting, budgeting and financial reporting.
- Thorough knowledge of community development financing methods and application, especially Minnesota tax increment law and practice.
- Knowledge of the principles and practices of urban planning and development.
- Knowledge of City and Finance Department goals, objectives, programs, policies and procedures.
- Excellent oral and written communication skills.
- Excellent creative, analytical, organizational and listening skills.
- Demonstrated problem solving skills.
- Excellent leadership, supervisory, and negotiating skills.
- Demonstrated ability to successfully manage multiple tasks, often with short and competing deadlines.

Application and Selection Process

Please submit a cover letter and resume by December 5, 2008 to:

Bill Champa
250 South 4th Street, Room 100
Minneapolis, MN 55415-1339
bill.champa@ci.minneapolis.mn.us
612-673-3181 (office)
612-673-2508 (fax)

After review of the resumes, the Selection Committee will determine whom they would like to meet for a first interview. We anticipate first interviews will be held the week of December 15, 2008. Additional steps in this process may include informational meetings with Finance Department Management staff, a management assessment, drug and alcohol screening, and criminal background, credit and reference checks.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.