



Minneapolis
Park & Recreation Board

MINNEAPOLIS PARK AND RECREATION BOARD
invites applications for the position of:

Senior Planner

SALARY: \$33.57 - \$39.54 Hourly
\$69,825.60 - \$82,243.20 Annually

OPENING DATE: 11/29/16

CLOSING DATE: 12/21/16 04:30 PM

ROLE SUMMARY:

The Senior Planner manages all aspects of planning projects, including community engagement, consultant oversight, and approvals. Works to identify the needs of park users, identify emerging park trends, and evaluate the programs, services and facilities provided by the Minneapolis Park and Recreation Board (MPRB). Responsible for the coordination of community data collection and analysis for citywide services through varied and strategic outreach efforts, program and service analysis, and evaluation methods to ensure the park system meets or exceeds identified community needs. Coordination of the integration and implementation of Board approved strategic plans and policies and evaluates how systems are affected when guided by plans and policy recommendations.

DUTIES:

Performs under the general supervision of the Director, Strategic Planning and is responsible for, but not limited to, the following duties:

Essential Duties:

- Responsible to manage all aspects of planning projects, including community engagement, consultant oversight, and approvals.
- Effectively organize and coordinate integration efforts related to MPRB's programs, plans, and policies, particularly issues with large scale impact that are critical to agency mission and purpose.
- Effectively identify, organize and engage resident groups, coordinate input, arrange and facilitate public meetings, prepare and present information and identify community needs by collecting, verifying and compiling data from a variety of sources.
- Design and develop data collection forms, surveys, and evaluation and outreach tools and provide relevant data, tools and resources for multiple MRPB department projects or initiatives that results in identifying the needs of park and non-park users, identifying emerging park trends, and evaluates the programs, services and facilities provided by the MPRB.
- In collaboration with stakeholders, define and recommend project scopes, goals and deliverables, and architecture that support business needs; revise as appropriate to meet changing requirements.
- Develop quality Board actions and/or study items and present strategy, plans, agreements, new initiatives, contracts, and community recommendations.
- Develop, recommend, and implement approved policies and procedures that promote best practices for community engagement and coordinate outreach and research to improve service delivery to align with Board approved plans, policies and organization standards.

- Oversee contracts, project budgets and approved professional agreements.
- Facilitate the incorporation of technology enhancements to improve operating efficiencies and meet industry best practices.
- Act as project manager for the department or division on projects assigned.
- Function as a liaison or staff appointment between Planning and other departments and agencies to anticipate and assist with issues where appropriate Planning Division coordination will be required.
- Establish and maintain effective working relationships with all levels of customers and planning staff.
- Manage project progress, communication, expectations, risk and issue resolution.
- Develop and deliver timely progress reports, proposals, policies and procedures, and presentations.
- Work within established project management guidelines, forms, and procedures.
- Promptly communicate with Management and/or designee regarding any significant issues or matters of concern.
- Foster and demonstrate effective relationship building in a collaborative environment including working across department lines and forming partnerships that foster better citizen services; eliminate barriers to achieving results; take full advantage of available resources; and provide input in the development of service area and department short and long range plans.
- Perform other duties and special projects as assigned.

Related Work:

- Interface with City and State Government when required.
- Actively serve on internal working committees formed to address specific citywide problems.
- Advise Director of Strategic Planning on commitments that have been made, how the department will be involved, and ensure that these commitments are accomplished.
- Participate in the formation, evaluation and analysis of departmental long range and strategic plans.
- Participate in the development, approval and evaluation of Board policy.
- Represent or lead discussion related to innovative or experimental work with citywide impact on sustainability or systems change
- Effectively promote interests in park activities through joint program initiatives with community groups and partnering organizations.
- Develop effective working relationships with MPRB management and staff to ensure city-wide service delivery is in alignment with goals and objectives of the MPRB.
- Oversee and manage research assistant program for the Planning division.
- Coordinate agency research relationships and projects and seek to implement or track new research studies citywide.
- Prepare written reports and materials for presentations.

REQUIREMENTS:

Minimum Qualifications

Training and Experience (*position requirements at entry*)

- Bachelor's Degree from an accredited college or university with a major in Planning, Urban Studies, Social Sciences, Landscape Architecture, or related field.
- Increasingly responsible professional work experience managing projects, preferably in a public sector position: at least four (4) years.
- Formal training in project management practices required. Certification preferred.

OR

- An equivalent combination of related experience, education and training **may be considered:**
 1. Bachelor's Degree in an unrelated field and at least six (6) years professional work experience in either research and engagement strategies or project management
 2. PMP Certification and at least 6 years in a Project management role, designing and leading outreach, research and engagement.

Licensing Requirements (*position requirements at entry*)

- PMP or other Project Management Certification (*preferred*).

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to ascend and descend ladders to access work areas.

Long hours sitting or standing; non-traditional schedule (weekend/weeknight), computer work, off-site.

Other Qualifications

Knowledge of (*position requirements at entry*)

- Principles and practices of state-of-the-art park and urban planning.
- Statistical and research methods and ability to collect and analyze complex data and present findings clearly and effectively.
- Solid understanding of the organization's goals and objectives.
- City government and geographical areas of Minneapolis.
- Federal, State, County and City government and the inter-jurisdictional workings and funding sources.
- Broad knowledge of organization history, current operations, and department responsibility
- Project management processes, practices, and techniques.
- Computer and software applications used in business settings and planning work (e.g. word processing, spreadsheets, GIS, including workflow management software systems).
- Outstanding customer service principles and practices with a diverse customer base.
- Basic contract laws and regulations.
- Pertinent federal, state, county and city laws, codes, ordinances and regulations.
- Economics, municipal finance, grants, planning, and project management as applied to city planning.

Skills and Ability to: (*position requirements at entry*)

- Thoughtfully organize and creatively administer the functions of current and long-range planning efforts.
- Effectively conduct strategic analysis work - define problems, collect data, establish facts and draw valid conclusions - that is relevant to the organization and community's current and future direction and effectively communicate analysis work and results.
- Understand and effectively communicate complex technical issues and concepts to non-technical people.

- Provide both oral and written communication that is easily understood and direct in its content and listen effectively to thoroughly understand the intended message.
- Establish and maintain effective, respectful and productive working relationships.
- Strong interpersonal and negotiation skills.
- Demonstrated ability to effectively present information to executive management, public audiences and elected officials.
- Ability to instill teamwork, coordinate schedules and work projects, and lead teams.
- Demonstrated ability to apply facilitation techniques.
- Ability to manage project teams and consultants, including workload projections, schedule management, and contracts.
- Excellent analytical skills.
- Provide excellent customer service and demonstrate excellent interpersonal skills with diverse customer base; ability to balance independent and team work.
- Effectively solve both practical and technical problems and make logical decisions.
- Set appropriate priorities and handle multiple demands or projects while maintaining organization and efficiency; meet critical deadlines as required.
- Successfully work independently and be self-motivated to accomplish both routine tasks and emergency or special projects as required.
- Thrive in a fast-paced environment with changing priorities; adapt to changing conditions and situations.
- Read, analyze and interpret professional journals, technical procedures and government and MPRB regulations/policies/procedures.
- Demonstrate attention to detail.
- Maintain confidentiality in work-related matters.

**ADDITIONAL INFORMATION:
CRIMINAL BACKGROUND CHECK:**

A criminal background check is necessary for positions with this job title. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the MPRB to obtain their criminal history in connection with the position sought. An applicant who does not sign the informed consent will not be considered further for this position. View the MPRB Background Policy at

https://www.minneapolisparcs.org/_asset/9585u2/2013-Background-Check-Policy.pdf

SELECTION PROCESS:

To be considered for this full-time appointed position, please complete the online application at www.minneapolisparcs.org/jobs and attach a cover letter and resume no later than 4:30 PM on Wednesday, December 21, 2016.

The MPRB is an Equal Opportunity Employer

Service Department: Planning

Accountable to: Director of Strategic Planning

FLSA Status: Exempt

Union Status: Non-represented

Grade: 8

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.minneapolisparcs.org>

2117 West River Rd N
Minneapolis, MN 55411
612-230-6429

hr@minneapolisparcs.org

Position #REQ00173
SENIOR PLANNER
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Senior Planner Supplemental Questionnaire

- * 1. Indicate which of the following you have a Bachelor or Master degree from an accredited college or university.
- Planning
 - Urban Studies
 - Social Sciences
 - Landscape Architecture
 - Unrelated field
- * 2. If you selected "Unrelated field" for your degree, what is your degree field? If this does not apply to you, enter "N/A".
- * 3. Indicate the number of years professional work experience you have managing projects.
- Less than four (4) years
 - At least four (4) years
 - At least six (6) years
 - More than 10 years
- * 4. Do you have formal training in project management practices?
- Yes
 - No
- * 5. If you indicated you have formal training in project management practices, where and when did you receive this training? If this does not apply to you, enter "N/A".
- * 6. Indicate the number of years professional work experience you have in either research and engagement strategies or project management.
- Less than four (4) years
 - More than four (4) years
 - More than six (6) years
 - More than 10 years
 - I do not have this experience
- * 7. Do you have professional work experience managing projects in the public sector?
- Yes
 - No
- * 8. Do you have PMP or other Project Management Certification?
- Yes
 - No
- * 9. Do you have at least six (6) years experience designing and leading outreach, research and engagement?
- Yes
 - No
- * Required Question