

# CITY OF SAINT PAUL



The Most Livable  
City in America

## *Position Profile*

### City of Saint Paul Director of Planning & Economic Development

The City of Saint Paul, Minnesota is seeking a Director of Planning and Economic Development to play a key role in shaping our community and its future.





## *The Community We Serve*

Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Our character is in our people. You can feel it in the firmness of our handshake and the warmth of our welcome. The sights, sounds and aromas are the breath of our unique, charming old neighborhoods.

Saint Paul, the head of navigation of the great Mississippi River, is a City of neighborhoods. Like a network of urban villages, our neighborhoods are strong and stable, each with its own fascinating texture of historic interest, cultural landmarks, ethnic heritage and time-honored traditions. This is why people lucky enough to live here feel a remarkable sense of belonging, a sense of place.

Our commitment to not only preserving, but growing this sense of the urban village is exemplified by our continuing development of Downtown. Now one of our most desirable neighborhoods, the City's core is thriving, not just as a place to work, but as a place to live, learn and spend leisure time. We have reclaimed our riverfront, which now pulses with the energy of both concerts and commerce.

Saint Paul has a thriving commercial center and is home to Fortune 500 Company headquarters, large regional enterprises, and countless small businesses and professional firms. We are playing an ever-more-vital role in both powering and piloting the fortunes of the dynamic Minneapolis/Saint Paul Metro region. As large-scale, visionary developments like the Central Corridor (at last linking the east metro with the metro core in a way that will integrate, rather than alienate, neighborhood interests) continue to unfold, we are committed to seeing that role continue to broaden.

Just as clearly as we are the seat of government for Minnesota, Saint Paul is undoubtedly the state's historical and cultural heart. This is not just a source of great pride for those of us who live here, but it also gives Saint Paul the unique stature of belonging to every resident of the state. We recognize and welcome that responsibility.

## The City We Serve

Saint Paul is the capital city of the State of Minnesota, the home to the National Hockey League's Minnesota Wild and the nationally renowned Ordway and Penumbra Theatres. Its family-friendly downtown offers both the Science Museum of Minnesota and Children's Museum. Eleven colleges and universities complement high quality public and private elementary and secondary schools. Art galleries flourish both in Lowertown and in neighborhoods throughout the city. A community-wide preservation ethic has ensured that significant buildings, views and public spaces continue to inspire those who live here.

Our vision is that Saint Paul will be a national leader for quality education, safe streets, thriving local commerce, healthy and sustainable urban living, and state-of-the-art infrastructure. We have 52 square miles of land, 61 miles of main line railway, 23.5 miles of river waterway, 17.9 miles of interstate freeway, and approximately 133,700 takeoffs and landings at our downtown airport.

Saint Paul's 2014 operating, capital and debt service budgets total just over \$640 million. This number includes the Saint Paul Library Agency. Total FTEs for the City and Library Agency are 2925. Saint Paul Regional Water Services (SPRWS) has an additional 251 FTEs, and a budget of \$45 million.

## City Government

Saint Paul's Charter provides for a strong-mayor form of government. The Mayor is the chief executive officer of the City and serves a four-year term. The seven members of the part-time City Council are elected by ward. The same seven members also serve as the Board of the Housing and Redevelopment Authority. The HRA is charged with redevelopment planning, financing and related real estate transactions.

To find out why Saint Paul is a great city to live, work and play, go to: [www.stpaul.gov](http://www.stpaul.gov) and [www.visitsaintpaul.com](http://www.visitsaintpaul.com).



## The Director of Planning and Economic Development

The Director of Planning and Economic Development (PED) is selected by the Mayor and confirmed by the City Council. The Director also serves as the Executive Director of the Housing and Redevelopment Authority which has its own authority apart from that of the Mayor and City Council. The Director provides overall direction, management, oversight and coordination of the City's planning, housing and economic development functions and is responsible for a PED annual operating budget of \$9 million, and a \$64 million HRA budget, with a staffing complement of 68 employees (FTEs).

## Current Issues and Priorities

Saint Paul's first light rail line, linking downtown with many of its neighborhoods, the University of Minnesota and downtown Minneapolis, will open in June. LRT represents an unparalleled opportunity for economic development, especially among communities of color, new housing, and the "spine" of a revitalized transit system for the eastern portion of the Twin Cities area.

PED will play a central role in ensuring that Saint Paul realizes the economic promise of LRT. Many projects are completed, underway, or in the planning phase and the department will work with the development community to move new projects forward. PED must work to ensure new development is attractive to new residents and businesses, while also providing tangible benefits to existing residents and businesses that are at the heart of the many neighborhoods along the line. Transit oriented development (TOD) will be a theme that weaves through existing planning documents, transportation plans, economic development and housing projects particularly along the Green Line as well as future transit ways.

A huge opportunity exists at the 125-acre site of the former Twin Cities Ford Assembly Plant. All buildings have been demolished and Ford has begun slab removal and more in-depth environmental testing. At this time, Ford plans to issue a Request for Proposals for a master developer in the second quarter of 2015. The new Director will lead the efforts to ensure we realize the Mayor's vision of a sustainable, vibrant, urban, mixed-use, 8 to 80 community.

The City has requested \$6 million of State bond funding in 2014 for renovation of the historic Palace Theater in the heart of downtown Saint Paul into a contemporary music venue. A renovated Palace Theater will provide a significant economic benefit for Saint Paul by drawing upwards of 100 public events

a year. The City will develop and own the Palace, and enter into a use agreement with a private management company to operate the theater and promote and schedule events. The total projected renovation cost is between \$12 - \$14 million, with the City and other sources to provide the non-state local match. Construction would begin in 2015 with a planned re-opening in 2016.

The Director will need to ensure that Saint Paul is a leader in regional conversations, particularly those pertaining to entrepreneurship, business growth, and talent retention and attraction. In addition to ensuring downtown growth, PED will need to bring new energy and ideas to Saint Paul's commercial corridors, helping to create an environment in which Saint Paul businesses, large and small, can thrive and grow.

In addition to these key focus areas, major ongoing and new work programs for PED include:

- Collaboration with district councils and neighborhood development corporations, to plan for and finance the construction of both large and small-scale housing developments in neighborhoods throughout the city.
- Exploring new models for preserving, rehabilitating and expanding the City's stock of quality affordable and supportive housing in neighborhoods throughout the city.
- Supporting mortgage foreclosure counseling and rehabilitation lending to Saint Paul homeowners.
- Developing Downtown and Riverfront neighborhoods, marketing development opportunities, particularly those detailed in the Vision SP20/20 plan.
- Managing the City's \$100 million parking and transit enterprise, ensuring proper deployment of Tax Increment Financing.
- Preparing a new Comprehensive Plan for submission to the Metropolitan Council by 2018. Plan Chapters for Land Use, Housing, Transportation and Parks and Recreation, and Historic Preservation always generate lively community discussion.
- Exploring new forms of financing, including building partnerships with the Federal and State government, to achieve community goals with respect to housing, small business development, workforce development, and urban design.
- Managing a loan portfolio of over \$100 million related to programs designed to encourage housing rehabilitation, small business development and large scale redevelopment.
- Administering the City's Zoning Code and providing grants management support for federal and state funds.

The City of Saint Paul is an affirmative action employer and has a commitment to diversity in its workforce. Therefore, we encourage applications from all individuals including persons with disabilities, persons of color, LGBT, and women.

#### **YOUR RIGHTS AS A SUBJECT OF DATA**

The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview.

The following information is considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number.

If you are considered a finalist, your name, education, training and previous work experience will become public data.

Private data is available only to you and to other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

PED staff also serve:

- The Planning Commission, a 21-member body appointed by the Mayor to advise the Mayor and City Council on planning and zoning, and four standing committees of the Commission.
- The Neighborhood Sales Tax Revitalization (STAR) and Cultural STAR Boards, with members of both appointed by the Mayor to allocate funds collected by the City's ½-cent sales tax.
- The Heritage Preservation Commission, a 13 member body appointed by the Mayor that serves as an advisory body to the Mayor and City Council on municipal heritage preservation matters.

## *Ideal Candidate*

The new PED Director will be someone with both the skills to manage a talented multi-disciplinary staff and the ability to work with a diversity of interests within City government and in the larger community. The Director will also be a person of vision, enthusiasm and conviction about the importance of our planning and development agenda.

### *The Ideal Candidate will be a Great Manager*

The department staff includes project managers experienced in structuring and supporting housing, small business and large-scale economic development projects. It also includes city planners who work both on citywide and regional plans and on the zoning and land use regulations that implement those plans. There are people who manage grant programs and others who ensure accurate and transparent financial reporting. An effective Director will recognize all their skills and abilities and put them to use in support of the City's agenda.

The Mayor expects all department directors to develop and implement strategies to include more people of color in the City's work force, and PED is no exception; a strong commitment to this value is required. PED also has a particular role, in conjunction with the Department of Human Rights and Equal Economic Opportunity, in promoting greater participation of Saint Paul's diverse communities in its development contracting.

### *The Ideal Candidate will be an Effective Partner*

PED's external environment is also rich with diversity. From the Mayor and the City Council/HRA Board of Commissioners to other public agencies at all levels to stakeholders in the business, development and advocacy communities, the Director can expect to work among competing interests and values. The key for the new Director will be to instill a sense of collaboration, such that groups do not compete but rather work through differences in a respectful and constructive manner.

Among Saint Paul's most unique attributes are its district councils. The city is organized into 17 community organizations whose responsibility it is to represent community interests in long range planning, development review, crime prevention and other neighborhood-based efforts. The Director we select will value the role of district councils in the planning and development process.

### *The Ideal Candidate will be a Person of Vision*

PED's next director will be more than a mediator of competing interests and concerns. We are looking for someone who can articulate the Mayor's vision for Saint Paul. The Director will be able to demonstrate an ability to identify and implement best practices with respect to challenges such as protecting the natural environment, supporting small business development within communities of color and creating a planning and regulatory framework for transit oriented development.

Saint Paul is looking for a talented professional. While the expectations are high, and the demands will be significant, our new PED Director will be joining a team of professionals that is excited about the future and looking forward to building on the momentum in Saint Paul while meeting the challenges that lie ahead.

## **Education and Experience Requirements**

The successful candidate will have:

- At least seven years of progressively responsible experience in municipal, regional, state or federal government service, real estate financing and development, urban planning and design, housing, and/or economic development, with at least three years in a managerial role.
- A Bachelor's degree, preferably with a concentration in a relevant field such as urban and regional planning, public policy, business or public administration, public affairs or a related discipline. A Master's or advanced degree in a related field is preferred.

## Compensation and Benefits

The 2014 salary range goes up to \$144,800.00, with starting salary dependent upon experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package:

*Medical Insurance* - Medical coverage is fully paid for employee; significant City contribution for family coverage.

*Dental Insurance* - Preventative dental coverage is provided. Optional dental is available at cost.

*Short-Term and Long-Term Disability* provided.

*Life Insurance* - Saint Paul pays for 100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee's annual salary.

*Pension* - City contribution to MN Public Employee Retirement Association.

*Vacation* - Vacation time is accrued at 22 days per year.

*Other Leave* - Employees receive ten paid holidays and six personal leave days every year.

*Deferred Compensation* - \$2,900 to \$3,380 employer match.

## Application Process

To be considered for this exceptional career opportunity, please submit a cover letter, resume, current salary information, and answers to questions listed below to:

Jerome Sakpeider, HR Consultant  
City of Saint Paul  
25 W. 4th Street, Room 200  
St. Paul, MN 55102  
HR fax: 651-266-6490  
Email: HR-Consultant3@ci.stpaul.mn.us  
Phone: 651-266-6533

**Review of applications begins on May 16, 2014. Position open until filled. Initial interviews are tentatively scheduled for late May.**

## Application Process

The first step in the selection process will include an evaluation of your experience, education and answers to the following questions. Please submit your answers these questions when you submit your resume and cover letter.

1. Describe your experience in each of the following areas: urban planning; housing; economic development; urban design and development; transportation; environmental land use; and infrastructure planning.
2. Describe your progressive management experience. Include items such as your role, the number of employees in the organization and your department, number of your direct reports and budget for which you are/were responsible.



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