



**SAINT PAUL  
MINNESOTA**

*Position Profile*

## **Deputy Director, Planning & Economic Development**

The City of Saint Paul, Minnesota is seeking a Deputy Director for the Department of Planning & Economic Development. This position serves as the administrative and operations manager for the department, including direct supervision of staff responsible for the accounting, real estate/loan servicing, federal grants management, human resources, and public relations/communications functions for the department. Strong knowledge and experience in these areas is required.





## *Deputy Director, Planning & Economic Development*

The City of Saint Paul, Minnesota is seeking a Deputy Director for the Department of Planning & Economic Development (PED). The Deputy Director assists the Director of PED in providing overall management of the City's planning, housing and economic development divisions. The mission of the department is to build community wealth. To achieve this mission, the department manages and administers a variety of planning, housing, business, real estate development and economic development activities. With 76 employees (FTE), PED also staffs the Saint Paul Housing and Redevelopment Authority.

This position serves as the administrative and operations manager for the department, including direct supervision of staff responsible for the accounting, real estate/loan servicing, federal grants management, human resources, and public relations/communications functions for the department. Strong knowledge and experience in these areas is required. Other key functions of the position include assisting in the preparation of the annual department budget, providing leadership over business process improvement and workflow management, records and file retention/compliance, and evaluation and selection of technology tools. In the Director's absence, the Deputy Director represents the department in meetings with City staff, Council Members, and external partners.

### **The Ideal Candidate**

The ideal candidate for Deputy Director will be:

#### **Committed to equity**

The planning, housing and development/economic development professions in the United States have historically played an instrumental role in establishing racist structures that now perpetuate racial inequity. Land use policies and redevelopment activities created exclusionary neighborhoods and formed barriers to resources and opportunities for people of color in Saint Paul and throughout the country. PED today is committed doing our part to dismantle systems of racism and to develop planning, housing and economic development solutions leading to a much more equitable Saint Paul. The Deputy Director assists in constantly examining our programs, policies, and budget to ensure that they reflect this commitment.

#### **A positive, energetic leader**

PED is a fast-paced department with dozens of projects of all types in all corners of the city. The position assists in maintaining a positive work environment that establishes PED as an employer of choice that attracts and retains talented employees. The position will establish highly effective hiring, training, and evaluation processes, as well as internal and external communications strategies.

#### **A strategic implementer**

The ideal candidate will demonstrate an expert ability to develop, plan and implement programs, policies and procedures. The Deputy Director is responsible for leading change management initiatives and overseeing improvements to the overall organizational structure of the department.

#### **Culturally competent and politically savvy**

The ideal candidate will have demonstrated success in navigating intercultural relationships and working effectively with diverse populations and perspectives. Must have the ability to mentor and guide staff in cultural intelligence and in working within a diverse, urban community. Multilingual abilities are an asset to this position. With intensive work with communities and elected officials, Saint Paul's Deputy Director must have political skills to manage complex power relationships.

#### **Knowledgeable about Saint Paul's assets**

The ideal candidate understands Saint Paul's unique strengths as a state capital city, an educational and cultural center with a strong urban core, a strong public realm, distinct neighborhoods, and home to multi-generational Saint Paul families as well as more recent arrivals from other parts of the U.S. and around the globe. The Deputy Director will build on those assets and should have experience working in a diverse urban context.

## Preferred Education and Experience

- Bachelor's Degree in Urban Planning, Economics, Public Administration, Finance, Business Administration, Management, or a closely related field. Master's Degree strongly preferred.
- Demonstrated expertise in administrative and operations management, including accounting, real estate/loan servicing, federal grants management, human resources, and public relations/communications.
- Minimum of six years of progressively responsible administrative, finance/accounting and operations management experience, preferably in an environment involving urban planning and design, economic development, housing, and/or real estate financing and development.

## Compensation and Benefits

Starting salary is negotiable based on experience and qualifications. The upper end of the salary range for this position is \$144,000. The City of Saint Paul has an outstanding benefits package, including:

- **Medical Insurance** - Premium fully paid for employee, significant contribution for family coverage
- **Dental Insurance** - Available at cost
- **Life Insurance** – Premium fully paid for employee, coverage equaling 1½ times employee's annual salary
- **Short and Long-Term Disability insurance** –Premium fully paid for individual employees.
- **Pension** - City contribution to MN Public Employee Retirement Association.
- **Deferred Compensation** –Access to deferred compensation program (similar to a 401k) with employer match
- **Vacation** - Accrued at 17 - 29 days per year, based on years of service
- **Other Leave** – 10 paid holidays and 6 days of personal leave per year

## Application Process

To be considered for this exceptional career opportunity, please visit the City of Saint Paul's [job openings page](#). Submit your resume and cover letter.

Resumes will be reviewed as they are received, and interviews will be conducted on a rolling basis until the position is filled.

### Kate Moen, Human Resources Consultant

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

Additional information about the City of Saint Paul can be found on our website at [www.stpaul.gov](http://www.stpaul.gov).