



THE CITY OF BROOKLYN CENTER, MINNESOTA PUBLIC WORKS DIRECTOR

The Community

Comprised of 8.5 square miles, Brooklyn Center, Minnesota, is an inner ring suburb in the Minneapolis-Saint Paul Metropolitan Area situated on the banks of the Mississippi River. The city is home to a richly diverse population of 31,006 residents. Brooklyn Center residents enjoy easy access to Hwy 100, I-94/694, Hwy 252, and Hwy 169; the commute to downtown Minneapolis is six minutes while the commute to Saint Paul is 15 minutes.



The City of Brooklyn Center takes pride in its neighborhoods; it offers prospective homeowners many choices from starter homes to residences with riverfront views to assisted living environments for senior adults. Residential properties account for nearly half of the City's tax base.

Brooklyn Center's parks and nature areas contribute to its attractive quality of life. Combined with a 20-mile trail system extending to all neighboring communities and the Mississippi River, residents can walk or bicycle throughout the city and much of the northwest metro. Earle Brown Days and National Night Out are major annual community events.

Four school districts serve the City of Brooklyn Center, including Brooklyn Center Community Schools, Anoka-Hennepin, Osseo Area Schools, and Robbinsdale Area Schools. A variety of private and parochial education opportunities are also available.

With commercial property valuation exceeding 35 percent of the city's tax base, there is a strong business presence that continues to grow with the City's focus on targeted redevelopment, including an 81-acre opportunity site located destined to be the city's new downtown area. Brooklyn Center is home to the headquarters for Caribou Coffee, an FBI regional field office, and the Earle Brown Heritage Center, a City-owned and-operated conference and event center. Shingle Creek Crossing is a major new retail development located in the heart of the city. Major Brooklyn Center employers include Promethean, Inc., a division of Medtronic; Luther Auto Group; and the University of Minnesota Physicians.

The Organization

The City of Brooklyn Center is organized under the Council-Manager plan prescribed by the City's Home Rule Charter. The city is governed by a five-member City Council; and the City Manager is responsible for administrative operations and implementation of Council policies. The city provides a full range of municipal services to its citizens.

Brooklyn Center has a general fund budget of nearly \$28 million and an all-funds budget, which includes special revenues, debt levy, capital projects, enterprise and utility operations and internal services, of approximately \$77 million and a AA credit rating. The city has a full-time staff of 172 employees; three unions represent 44 percent of the city staff.

The Department

The Brooklyn Center Public Works Department is actively engaged with other city departments and with the community to shape an exciting future for the city. Long regarded for its well-established, progressive public works practices, the department focus is expanding to include a seat at the table topics such as placemaking, contributing to community health, operational sustainability, and environmental stewardship.

The department is responsible for maintaining city streets, parks and other natural areas, trails and sidewalks, and public buildings and recreation facilities and operating five utilities including water, sanitary sewer collection, storm water, streetlights, and recycling. The Public Works Department is organized into five divisions:

- Engineering—provides administration, planning, and oversight for public improvements.
- Street maintenance— maintains and manages city's streets, sidewalks, trails, streetscapes, storm drainage, traffic signing and striping and traffic signals.
- Park facilities maintenance—maintains and manages city's park facilities and the citywide forestry program.
- Public utilities—operates the water, wastewater, storm water, street lighting, and recycling utilities.
- Central garage—provides centralized management of fuel, preventive maintenance, repair and replacement of the city equipment fleet.

⇒ Parks

350 acres mowed weekly

18 irrigation systems

⇒ Sanitary Sewer

10 lift stations

2,039 manholes

97.85 miles of sanitary sewer

⇒ Storm Sewer

37 stormwater ponds

90.14 miles of storm sewer

4,765 miles of storm drains

⇒ Sidewalks

45.7 miles owned by the City

⇒ Streets

122.9 miles total

105.6 miles Municipal

⇒ Water Main

119.57 miles

9 wells

3 million gallons of water stored in 3 water towers

869 hydrants

8,962 metered connections



The Position

The Public Works Director directs and supervises a staff of 41 full-time employees and approximately 21 seasonal employees. Most full- and part-time employees are represented by IUOE Local 49. The current contract is in effect until the end of 2021. The position also manages a total operating budget of \$19.5 million and provides the leadership for developing and implementing the City's five-year capital improvement program with an average annual capital budget of \$13.3 million. Direct reports include the Deputy Director of Public Works, Streets and Parks Supervisor, Public Utilities Supervisor, the City Engineer, and the Administrative Assistant. The position reports to the City Manager.

Responsibilities of the position include:

- Directs and oversees department operations; plans and organizes programs and activities.
- Manages the use and performance of consulting engineers and contractors.
- Directs and supervises the department's annual operations and capital budgeting, including adjustments to various service fees and charges.
- Participates as an active and productive member of the City's management team and the inclusion and diversity council.
- Builds and maintains positive and cooperative relationships with other City departments.
- Develops and maintains sound administrative practices and procedures that support effectiveness and efficiency.
- Provides for department employee training, education, and safety programs.
- Meets and interacts with citizens, businesses, and others on matters involving capital improvements and public works programs.
- Presents informational reports and recommendations to the City Council and other local, regional, and state policymakers.
- Responds to emergency situations as appropriate.



Leadership Opportunities

Highway 252/I-94 project. This multi-year highway project led by the Minnesota Department of Transportation (MnDOT) impacts Hennepin County, the cities of Brooklyn Center, Brooklyn Park and Minneapolis, and Metro Transit. The Public Works Director will be involved in representing Brooklyn Center's interests in this project and interacting with residents, business owners, policymakers, and other stakeholder agencies throughout project development and implementation. Preparation of the Environmental Impact Statement (EIS) is currently underway. [Click here for more information about the project.](#)

Capital Improvement Plan. The City of Brooklyn Center has a robust 15-year Capital Improvement Plan that that provided for reconstruction of approximately 105.6 miles of city streets. With the completion of most full street reconstructions, the Public Works Director will work with the Engineering staff to focus on extending the life of city streets through mills, overlays, and spot repairs.

Opportunity Site. An 81-acre opportunity site that will shape the city's future downtown is a major element of the Becoming Brooklyn Center initiative. The master plan sets forth a regional design, informed by extensive community engagement, for an area northeast of Shingle Creek Parkway and Bass Lake Road that promotes a pedestrian environment with flexible streets that can be closed to accommodate events and display public art and public spaces including a community center and waterpark. The Public Works director will play an integral role in advancing and implementing this plan.

Community Engagement. Community engagement is an organization-wide strategic priority. To that end, the Public Works Director and department staff will provide the broad array of public works services seeking to clearly understand and respond to community needs in a manner that is transparent, inclusive, and culturally sensitive.

Sustainability and Environmental Stewardship. Recognized as a "Step 3 City" by Minnesota GreenStep, the city will continue its work in sustainability and environment stewardship. The Public Works Director will play a central role in identifying opportunities to reduce the impact of public works operations on the environment and promote green spaces and water resources as distinctive city assets.



Desired Capabilities

- Demonstrates a collaborative leadership style with a focus on shaping Brooklyn Center's future
- Strategically leads the department; takes an integrated approach in working with the engineering and public works functions
- Outgoing and approachable; comfortable connecting with and listening to the concerns of diverse communities
- Forward-thinking and receptive, champions innovation and continuous improvement
- Well-reasoned and self-assured in making professional recommendations
- Effectively engages policymakers; provides information and engages decision makers in evaluating short-and long-term policy impacts
- Builds respected relationships with Hennepin County, MnDOT and neighboring cities
- Proactive supporter of redevelopment projects
- Gives steadfast support to department staff and helps them understand the big picture
- Balances flexibility and outside-the-box thinking with adherence to professional standards
- Self-aware, examines policies and practices to understand and act upon disparate service outcomes
- Values and seeks opportunities for public works to have a positive impact on aesthetics and the community health impacts of the built environment
- Establishes clear expectations, delegates, and manages effectively through others
- Develops staff and prepares them for increased management and technical responsibilities responsibilities
- Calm, steady, and deliberate; handles interpersonal relationships sensibly and empathetically



Qualifications and Experience

This position requires a bachelor's degree in engineering, public administration or business administration, or a related field and five years of progressively responsible experience and/ or training in a public works/engineering environment, administration, or project management and three years of experience supervising professional staff. Licensure as a professional engineer is highly preferred. Qualified candidates will demonstrate experience engaging diverse stakeholders, building a wide range of partnerships, and outstanding communication and interpersonal skills.

Compensation and Benefits

The 2021 salary range for this position is \$115,528 - \$141,652, dependent upon candidate education and experience. The city offers a full range of employee benefits, including participation in the Minnesota Public Employees Retirement Association. Residency is not required. Relocation is negotiable.

Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3197>

This position is open until filled; first review of resumes occurs on December 6, 2021. Applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053 or Patty Heminover at patty.heminover@bakertilly.com or 651-223-3058.

For more information about the City of Brooklyn Center, see its website at: <http://www.cityofbrooklyncenter.org/>

The City of Brooklyn Center is an Equal Opportunity Employer.



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