

Human Resources Manager



The City of Minnetonka, Minnesota is seeking a collaborative, team-orientated and creative leader to serve as its Human Resources Manager. Located in Hennepin County just eight miles west of Minneapolis, Minnetonka is a fully developed suburban community of 50,841 residents, making it the 17th largest city in Minnesota.

Minnetonka is proud of its reputation as a city that preserves its natural resources. Residents can enjoy 50 community parks, more than 81 miles of maintained sidewalks and trails and more than 1,400 acres of public open space, as well as natural scenery that includes wetlands, mature trees and prairies.

While Minnetonka shares its name with the very popular Lake Minnetonka, the city of Minnetonka includes only one small bay of the lake – Grays Bay - which forms the headwaters of Minnehaha Creek. Minnetonka is a regional economic hub and home to a large retail mall (Ridgedale) with numerous adjacent stores and businesses. The city is also home to many major corporate headquarters, including Carlson Companies, UnitedHealth Group, St. Jude and Cargill, Inc.



The Organization

Minnetonka is a charter city with a council-manager form of government. Minnetonka is represented by seven elected officials, including Mayor Terry Schneider and six council members.



Administrative functions are the responsibility of City Manager Geralyn Barone who oversees the Administration, Legal, Community Development, Engineering, Finance, Police, Fire, Recreation Services and Public Works Departments.

Regional Leadership: Minnetonka is proud to be a regional leader in innovative and precedent-setting solutions. City staff, including human resources, are encouraged to be at the cutting-edge of issues facing Minnetonka and the Twin Cities. City officials enjoy sharing new approaches to problems by contributing time and ideas to regional organizations such as the League of Minnesota Cities and with their respective professional organizations.

*Exceptional services provided by
exceptional people.*

Community Organizations: Minnetonka has several organizations founded on the principles of giving back to the community. Some of the community and service organizations that are part of the city include the Music Association of Minnetonka, Sojourner Project, ICA Foodshelf, ResourceWest, Glen Lake Optimists, TwinWest Chamber of Commerce and the Minnetonka Historical Society.

City Services

Administrative Services: Manages routine operations of the city, including communication with elected officials, human resources, information technology, public relations, elections and official city records.

Community Development: Administers environmental health, economic development, building permits, planning and zoning, licensing and housing inspections and redevelopment.

Engineering: Oversees the design, management and construction of the city's infrastructure, including streets, drainage, sanitary sewer lines, water lines, street lighting and other projects to support residents and businesses.

Finance: Provides budget preparation, capital planning, assessing, payroll, utility billing, purchasing, investments and city asset management.

Fire Department: Performs fire suppression, rescue, fire code enforcement and public fire education. The department includes 80 paid-on-call firefighters and six full-time staff.

Legal Department: Handles the majority of the city's criminal and civil legal work.

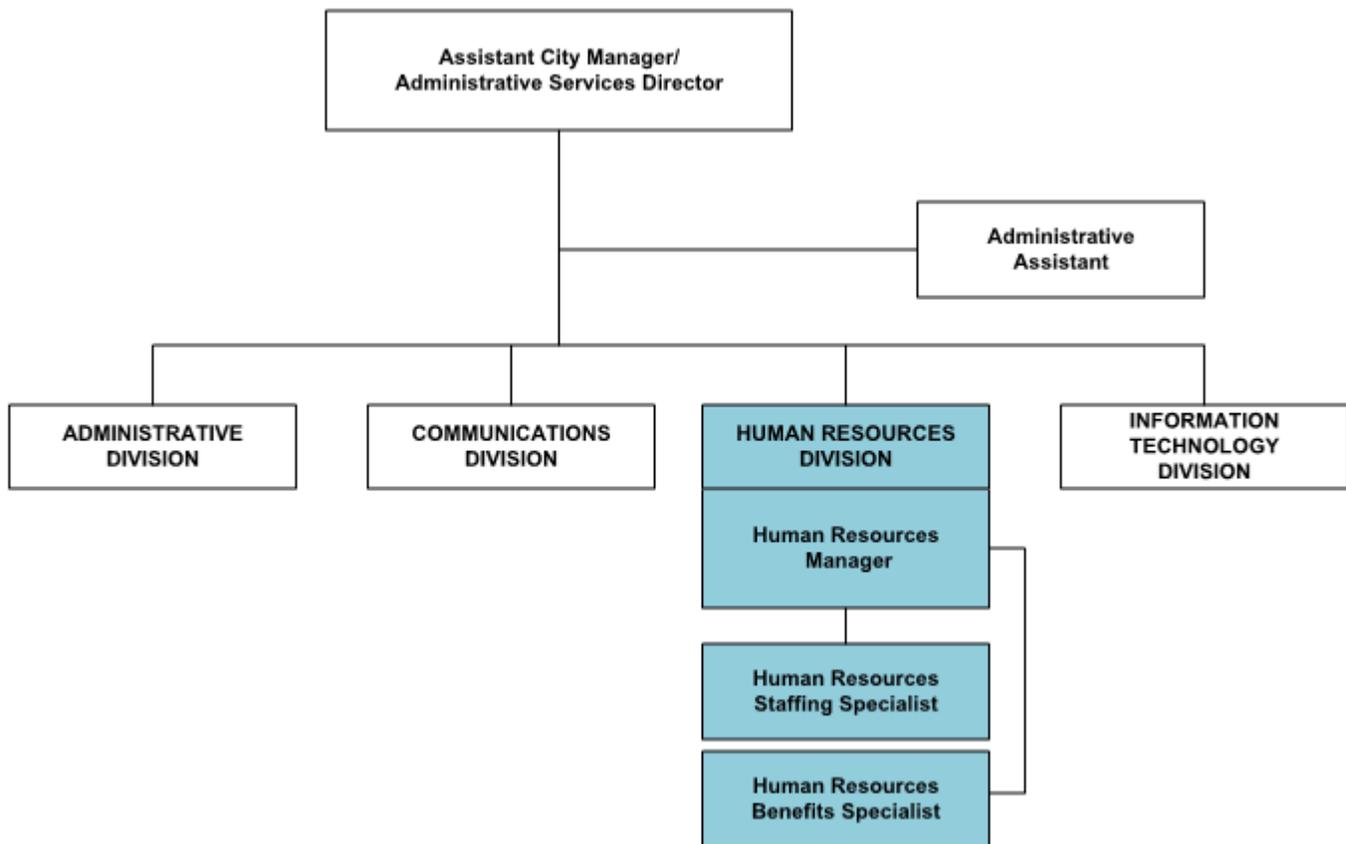
Police Department: Engages in a community policing philosophy, focusing on building relationships with residents, schools and businesses. The department includes 57 sworn officers and 19 non-sworn support members and operates a 9-1-1 system.

Public Works: Maintains the city's infrastructure and includes natural resources and forestry, recycling, parks and trails, water and sewer utilities, streets, buildings and fleet services.

Recreation Services: Offers year-round programming and operates several facilities including the Minnetonka Community Center, Williston Fitness Center, indoor ice arenas and Grays Bay Marina.



The Administrative Services Department



City of Minnetonka human resources staff support 235 full-time employees, 80 paid-on-call firefighters, and several hundred part-time and seasonal employees which fluctuates through the seasons. Approximately half of all full-time employees are represented by four different union groups.

Department Personnel

The Human Resources Manager supervises two positions—the Staffing Specialist and Benefits Specialist.

Department Culture

The Administrative Services Department is led by Assistant City Manager/Administrative Services Director Perry Vetter and is comprised of four divisions - administration, communications, human resources and information technology. Like many departments within the city, administrative services has experienced staffing changes as a result of several long-term employee retirements and a competitive job market. The department prides itself on innovation and excellent customer service. Our team continuously looks for ways to improve processes and increase efficiency while providing an outstanding customer experience.

The city is seeking a Human Resources Manager who will display the following abilities:

- Collaborative, team-oriented and a creative leader.
- A consensus builder able to effectively blend different views.
- Have the highest standards of ethics and integrity.

Specific Characteristics Include:

- Able to build working relationships with department directors and managers.
- Demonstrate a willingness and confidence to give an opinion.
- Have a philosophy of finding solutions to complex issues rather than saying why things cannot work.
- Demonstrate trustworthiness, respect, integrity and professionalism as a team player.
- Be a point person for conflict resolution with the ability to see all sides of an issue.
- Be comfortable working in an environment that encourages calculated risk-taking.
- Be a long-range, strategic thinker.
- Have a calming effect on the work place, but be willing to challenge when necessary.

The Position

The Human Resources Manager is responsible for planning, organizing, directing and coordinating the activities of the human resources division of the administrative services department.

Essential Job Functions:

- Manage employee recruitment, selection and hiring process.
- Manage the employee orientation and onboarding process.
- Administer the city's compensation, benefits management and employee performance programs.
- Advise supervisors on employee performance issues.
- Provide or coordinate certain employee training and development opportunities.
- Develop, administer and interpret personnel policies and procedures.
- Maintain compliance with various federal and state employment laws and regulations.
- Develop annual budget and monitor expenses related to the human resources division.
- Lead the city's employee safety efforts.
- Manage personnel-related programs such as unemployment insurance, worker's compensation, salary surveys, job description updates, service awards,

employee assistance, wellness and education compensation.

- Assist the Assistant City Manager with labor relations, including negotiations, investigations, discipline and grievances.
- Provide excellent customer service to employees and applicants by following up promptly with answers to questions and requests.

Other Job Functions:

- Establish and maintain personnel records system.
- Provide leadership to various employee teams.
- Compose various employee communications.
- Prepare special studies and reports.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the area of human resources management.
- Share information with the Assistant City Manager, management and leadership team.
- Conduct strategic planning for the Human Resources Division.
- Assist and counsel employees on issues affecting work.
- Work closely with the payroll division on a variety of personnel - payroll related matters.
- Perform other duties as assigned or apparent.

Minimum Qualifications

- A commitment to and belief in the organization's shared values.
- Bachelor's degree in Public or Human Resources Administration or a closely related field.
- Two years' experience in management and supervision of a human resources function.
- A public service orientation.

Desired Qualifications

- Master's degree in public administration, human resources or a closely related field.
- Two years' experience in managing all aspects of a public sector human resources division.
- Experience working in the public sector.
- Experience in training supervisors in human resource related topics.
- Experience using NeoGov or other applicant tracking, performance and onboarding systems.
- Experience using JD Edwards HRIS.

Supervision of Others:

- Two Human Resources Specialists.



Shared Values

Organizational Culture: The City of Minnetonka is an organization committed to excellence and integrity with a reputation as a leader and innovator in the Twin Cities. The key to success for the city is its *shared values* of the entire organization:

Adaptable Learning & Innovation

- We support on-going learning, recognizing and growing from our mistakes, and strive to continually improve both as individuals and as an organization.
- We support individual and organizational flexibility which encourages active innovation and reasonable risk-taking.
- Every day we have an opportunity to use our individual talents to do great work.

Authentic Communication

Our communication processes allow for:

- meaningful two-way communication (active listening);
- people to be “in the know”;
- open-minded responses to feedback;
- healthy disagreements; and
- being direct in a respectful way.

Healthy Human Relationships

- We take personal responsibility for our own actions and for doing what we say we are going to do.
- We enjoy a healthy atmosphere of trust and respect by being trustworthy and respectful.
- We are fair and reasonable in our dealings with each other, our customers, and throughout the organization.
- Our work environment supports the need to balance our careers with family and other important facets of our lives.
- We are committed to our own emotional and physical health.
- We will strive to maintain a healthy and safe working environment.

Contagious Enthusiasm

- Our climate supports a workplace that emanates positive energy and that is enjoyable (i.e., fun).
- We don't take ourselves too seriously.

Outcome Focused Teamwork

- We clearly understand what outcomes are expected of us.
- Our work reflects our focus on excellence and on providing exceptional customer service.
- Teamwork and cooperation are the norm in our organization.

Shared Success

- We equally share responsibility for achieving quality results.
- We freely celebrate our successes in our workplace.
- Meaningful recognition and rewards for excellent service occur frequently and often spontaneously.



Announcement

Human Resources Manager, City of Minnetonka, Minnesota

The City of Minnetonka, Minnesota is seeking a motivated, creative Human Resources Manager to lead the human resources division. The Human Resources Manager leads a team of two specialists. Minnetonka prides itself on exceptional services provided by exceptional people by living our shared values and *doing the right thing, at the right time, for the right reason*. The Human Resources Manager plays an integral role in achieving the organizational mission by collaborating with leadership to create an environment to recruit and retain an engaged and talented workforce.

Email resume and cover letter by 8 a.m. Monday, Sept. 12, 2016, to MTKAHR@hue.life. Please direct questions to Richard Fursman at richardfursman@hue.life or (651) 338-2533. To view the position profile, please visit www.hue.life. For additional information about Minnetonka, please visit the city's website at eminnetonka.com.

Time Table

8 a.m. Sept. 12, 2016
Deadline for applications

September 2016
Review candidates
Selection of finalists

October 2016
Interviews
Final candidate selected

Late November 2016
Proposed starting date

2016 Salary Range

\$101,798—\$113,109

Additional compensation through the city's annual MERIT programs includes up to \$500 for Organizational MERIT and up to 2.5% of salary for Departmental MERIT.

