



Brooklyn Park

Assistant City Manager POSITION PROFILE

The City of Brooklyn Park, Minnesota is looking for an experienced, skilled and creative Assistant City Manager who wants to be part of a driven and dynamic team. We like to think of ourselves as a community that is *unique, united and undiscovered* so we want someone who can bring people together and spread the word that Brooklyn Park is THE place to be!

The position reports directly to the City Manager, who is the chief administrative officer who reports directly to the City Council. The Assistant City Manager will assist him with running the day-to-day operations of the City. Brooklyn Park is a city of 78,000 people with a 115 million-dollar budget.

Job Overview

The Assistant City Manager is an administrative-level position working independently under the general direction and supervision of the City Manager.

Primary Duties

- Assist the City Manager with the overall administration and general management of city operations to include responsibility for a broad scope of day-to-day operational and management activities
- Assist with the development, implementation and monitoring of progress on community and department strategic/organizational plans
- Lead efforts, in coordination with city senior leaders, to implement practices and develop a culture focused on organizational excellence, continuous improvement and results-focus
- In coordination with the City Manager, may oversee the general administration and functions of IT, Community Engagement, Human Resources, Communications, City Clerk, and special projects

Brooklyn Park: The Community

If you don't know much about our community you will definitely be impressed:

- We're the sixth largest city in Minnesota and the fourth largest in the Twin Cities metropolitan area.
- We are unique in that 51 percent of our residents are people of color and, along with a neighboring city, we have the most Liberians in the world outside of Liberia!
- We are home to many Fortune 500 companies — the Target Corporation houses their northern corporate campus here, Olympus just built a medical technology facility, and companies like Medtronic have been here for years.
- We have housing stock that ranges from the starter home to the million-dollar mansion.
- Every home is located six blocks from a park.
- And the best part? In a recent city survey, 91 percent of our residents say they love it here!

Team Brooklyn Park

The City is made up of seven departments that include Administration, Community Development, Fire, Finance, Operations and Maintenance (Public Works), Police and Recreation & Parks.

We have 400 employees who believe in teamwork, respect, integrity and professionalism and people. From the City Manager to our teen recreational workers, we work hard to achieve our mission of being *a thriving community, inspiring pride where opportunities exist for all.*

City of Brooklyn Park
5200 85th Avenue North
Brooklyn Park, MN 55443
www.brooklynpark.org

Brooklyn Park 
Unique. Unifed. Undiscovered.

Become Part of the Team

Position Qualifications Include:

- Five (5) years of progressively-responsible experience in an administrative capacity and a Bachelor's degree in public administration, political science, business management, or closely-related field
- Willingness to work with elected officials and senior government officials in a highly political and fast-paced work environment
- Experience working with employees at all levels of an organization, with specific experience developing effective working relationships with senior organizational leaders
- Ability to independently organize and coordinate work, set priorities, manage multiple assignments, and successfully complete quality work within tight deadlines
- Knowledge and experience with broad organizational development concepts, including: strategic planning, process improvement, program evaluation and performance measurement
- Previous experience and interest working with diverse populations and demonstrated awareness of cultural competencies
- Ability to clearly, concisely, and effectively communicate, both in verbal and written formats with specific emphasis on effective public speaking and presentation skills and technique

How Do You Apply?

An application, resume and cover letter are required. Application materials are due by February 1, 2016. To learn more details and to apply, go to:

<http://www.brooklynpark.org/employment>