



CITY OF MINNEAPOLIS
invites applications for the position of:

Senior Advisor, Finance & Administration

SALARY: \$53.60 - \$63.70 Hourly
JOB TYPE: Part-time
DEPARTMENT: Board of Estimate & Taxation Dept
LOCATION: City Hall, 350 South 5th Street, Minneapolis
VACANCIES: 1
CLOSING DATE: Continuous
POSTING TYPE: Open to the public

POSITION DESCRIPTION:

This position is responsible directly to the [Board of Estimate and Taxation \(BET\)](#) to support the Board in executing its responsibility. As required by the City Charter, the Board is responsible for holding public hearings to obtain citizen input relating to setting and approving maximum tax levies and approving the use of bonds for certain types of projects. The board reviews selected City department budgets and after receiving recommendations from the [Mayor](#) independently sets the maximum tax levies for the following funds: City General fund, Park Board fund, Pension fund.

Part-time approximately 15-20 hours weekly. Total hours may vary depending on assignments.

Priority will be given to those who submit cover letter and resume by Friday, September 6, 2019.

Qualified candidates should submit a resume to:

City of Minneapolis-Human Resources
250 South 4th Street #100
Minneapolis, MN 55415
Attn: HRG-Finance and Property Services

JOB DUTIES AND RESPONSIBILITIES:

- Advises the Board on matters related to the departmental budgets prepared and recommended by the City Council, Mayor and Park Board President in the context of funding requirements to support those funds over which the BET has responsibility to set maximum tax levies for.
- Works closely with City financial staff, specifically the Director of Budget, Director of Investments, Capital and Debt Management, Deputy Director of Finance and Director of Finance-Minneapolis Park Board to ensure that the BET has access to pertinent timely and accurate financial information to execute their responsibilities.
- At the request of the BET, prepares independent analysis of funding mechanisms and sources available to meet the budgeted requirements proposed by Council, Mayor and the Park Board President.
- Collaborates with internal City and Park Board staff to respond to rating agencies on questions involving the management of debt.
- Reviews and assures the BET is informed of legislative actions which may impact the funding sources available the City or Board. May assist the BET in developing positions and communications to legislative bodies on pending legislation.
- Assists the President of the BET in preparing and distributing meeting agendas and materials. May be asked to make presentations and respond to questions raised during meetings. Works

with the City Clerk's Office to prepare and distribute documents of BET proceedings and actions; assure required documentation of BET proceeding and actions are archived and maintained.

- Meets with Finance staff as needed, to review status of capital projects funded with assessment bonds, documentation supporting Council action, the structure of proposed bond issues and draft resolutions to the bond council. Prepares presentations to the BET on pending bonding activities including consolidations and prepayments.
- Utilizing assigned finance staff, assures that required filings and reports, after BET has adopted levy maximums, are completed and filed on a timely basis as required by State Statute. Provides BET status of all required reporting and filing.
- Researches topics as requested by the BET; provides and interprets data and finding which may influence the actions and decisions.

REQUIRED QUALIFICATIONS:

Minimum Qualifications-Education:

Bachelor's Degree Accounting, Finance, Economics or related field of study. Graduate level degree in a major financial discipline or Public Policy is preferred.

Minimum Qualifications-Experience:

Seven years' experience in positions requiring in-depth knowledge of public financing. Must have significant experience working with and supporting high level decision makers in governmental and/or public finance entities.

Licenses/Certificates Required:

None required

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge of debt, bonding and capital project financing.
- A high degree of technical, analytical and inductive thinking ability to deal with complex issues.
- A high level of skill utilizing productivity tools to develop useful analysis of costs and benefits of potential actions or financing options.
- Ability to work with tight deadlines for extended periods of time.
- Ability to work with public officials and highly skilled individuals in the private sector.
- Strong presentation skills and ability to meet with and interact with interested parties in public meetings and forums.

Position #BET2019
SENIOR ADVISOR, FINANCE & ADMINISTRATION
BB
