**Job Title:** 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, Minnesota  
**Vacancies:** 1  
**Closing Date/Time:** Fri. 04/23/21 12:00 AM Central Time  
**Posting Type:** Appointed

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| 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, April 23, 2021.  
**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.  
- Prepares independent analyses of funding mechanisms and sources available to meet the levy-based budget requirements proposed by Council, Mayor and the Park Board President.  
- Researches topics as requested by the BET Board; provides and interprets data and findings which may influence Board actions and decisions.  
- Reviews City and Park Board legislative actions and informs the BET of key actions which may impact the funding sources available to the City and Park Board.  
- Works closely with City financial staff, specifically the Directors of Budget, Investments and Debt Management, and Finance-Minneapolis Park and Recreation Board to ensure that the BET has access to pertinent timely and accurate financial information to execute its responsibilities. Also, works with numerous other staff within the City and the Clerk's office, in particular.  
- After BET has adopted levy maximums, collaborates with City finance staff to ensure that required County filings and reports are completed and filed on a timely basis as required by State Statute. Provides BET with the status of all required reporting and filings.  
- Assists the President of the BET in preparing meeting agendas and materials.  
- May be asked to make presentations and respond to questions raised during meetings.  
- Coordinates delivery of meeting support materials and meeting logistics with the City Clerk's Office. |
- Assures that required documentation of BET proceeding and actions are archived and maintained.

**Required Qualifications:**

**Minimum Qualifications-Education:**
Minimum Qualifications-Education: Bachelor's Degree in Public Policy, Public Affairs, Urban and Regional Planning, Accounting, Finance, Economics or related field of study. Graduate level degree is preferred.

**Minimum Qualifications-Experience:**
Seven years' experience in positions requiring in-depth knowledge of public finance. Must have significant experience working with and supporting high level decision makers in government including elected and appointed leaders.

**Licenses/Certificates Required:**
None required

**Knowledge, Skills and Abilities:**
- Strong communication skills including listening, speaking and writing.
- In-depth knowledge of public finance covering operating and capital budgets and the property tax levy process.
- A high degree of technical, analytical, perceptive and inductive thinking ability to deal with complex issues and interpersonal relationships among political bodies and highly skilled individuals in the private sector.
- A high level of skill utilizing productivity tools to develop useful analysis of costs and benefits of potential actions and financing options.
- Ability to work with a flexible work schedule.
- Ability to work with tight deadlines for extended periods of time.
- Strong presentation skills and ability to meet with and interact with interested parties in public meetings and forums.