

City Administrator South St. Paul, Minnesota

This is an exceptional opportunity to provide leadership and management in a historic, vibrant, community of 20,000 residents with high quality city services, professional staff and stable governance. The current City Administrator is retiring after 15 years of highly valued service as the City's chief appointed officer. The City Council is seeking a progressive, innovative and seasoned professional who values effective partnership with elected officials and who can help lead the City organization into the future. As such, the next City Administrator will be instrumental in assisting the City continue to evolve as an anticipatory and professional organization.

Given its convenient access to Interstate 494 and Highway 52, proximity to downtown St. Paul, and location 15 minutes from the Mall of America, numerous industries and businesses have found the community to be a prime location. In addition to being the corporate headquarters for several companies, South St. Paul is continuing to experience strong commercial and industrial growth. Almost \$30 million of new development occurred in 2017, mostly in the form of redevelopment. With roughly 450 acres designated for redevelopment, new investment will likely continue in 2018 and for years to come.

The City and its highly-regarded School District have coterminous boundaries which has reinforced community identity and spurred numerous collaborations through the years. The School District was the first in Minnesota to be designated as a K-12 International Baccalaureate World School District. In addition to being a valuable community asset, the program also draws students from other communities creating an enriching learning environment.

South St. Paul is a full-service local government with its own water utility, airport, library and major arena. Fire service is provided by the South Metro Fire Department, a joint powers entity created with the City of West St. Paul. The City also provides services to two public housing high rises. The City currently has 107 full- and part-time and 120 seasonal employees. Five unions represent all employees except for the City Administrator, Assistant City Administrator/Human Relations Director, Executive Assistant and IT Administrator.

The 2018 general fund budget is \$15.2 million and the 2018 budget for all funds, including debt service, is \$33.1 million. The City maintains an excellent financial position, and has an adopted policy to maintain a benchmark range of 35%-50% of the subsequent year's budgeted expenditures as an unassigned fund balance in the general fund. In 2016, the unassigned fund balance was 42% of the subsequent year expenditures. The City maintains a Moody's rating of Aa2.

The next City Administrator will possess a Bachelor's degree or the equivalent in public or business administration or a closely related field. A Master's degree is preferred. He or she will also have at least five years of municipal management experience as a city manager or administrator or as an assistant city manager or administrator (or equivalent executive position) in a city of similar size.

The salary range is \$123,000 - \$155,000 per annum. The starting salary is negotiable, depending on qualifications. The City offers an excellent benefits package including employer contributions toward comprehensive health and dental insurance programs; 10 paid holidays; participation in the Public Employees Retirement Association (PERA), a State administered defined benefit retirement program; term life insurance; and long-term disability insurance.

The position profile is available at www.mercergroupinc.com.

The position is open until filled. Review of resumes will begin on February 23, 2018.

For additional information on this outstanding opportunity or to apply, please contact:

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. central Macomb County, one of the three counties which comprise the Detroit Metro Area, the City of Fraser offers a safe, family-friendly suburban environment whose residents enjoy its small-town atmosphere and nine municipal parks. Boasting a low cost of living, the City of Fraser is seeking an experienced administrator who will

thrive in a municipality with a strong history of community support and quality services. Conveniently located within 15 miles of Downtown Detroit and a short distance from Lake St. Clair, Fraser residents enjoy a more relaxed lifestyle while having convenient access to urban amenities.

Fraser residents have a strong loyalty to their community and have preserved elements of their early history for future generations to appreciate. Even though the City is compact with 14,800 residents living within 4.2 square miles, the community maintains a small town feel. Fraternal organizations and volunteers put on numerous community events that are well attended throughout the year. Excellent public schools attract students countywide and are a source of civic pride.

Despite Michigan's economic downturn of the last decade, Fraser's population is stable and the housing market healthy. To be the next City Administrator in Fraser, the new executive must have a strong finance background and excellent leadership and relationship building abilities. He or she will bring a strong work ethic and expertise in addressing capital improvement needs.

Fraser is a full-service, council-Administrator city whose residents historically support local businesses and enjoy excellent public safety services and a variety of housing options. With a City Council supportive of the council-Administrator form of government and long-term knowledgeable employees, this city is looking for a creative, engaged leader who will move the City forward. Its 2016-17 General Fund Budget is over \$14 million and currently has a 17% fund balance. When all funds are combined, the 2016-17 Annual Budget is over \$28 million.

Fraser will offer a competitive compensation package which will include a starting salary within the range of \$90,000 to \$105,000 depending on qualifications and experience.

The current Executive Director has announced her retirement effective May 31, 2016. She has been with the Dakota Communications Center since its creation and will be leaving a six year legacy of very successful leadership for the organization as its Executive Director. The next Executive Director will be instrumental in building on this legacy and assisting the DCC continue to evolve as a mature, anticipatory, and professional organization.

Dakota County is the third largest in Minnesota and one of nine counties included in the Metropolitan Emergency Services Board's area of responsibility. The cities and county have a strong tradition of collaboration throughout the region that has produced a high quality lifestyle with an excellent system of schools, libraries, public services, and a vibrant business climate. Residents and visitors to the cities and county enjoy a variety of recreational opportunities available in abundant sports facilities, golf courses and beautiful county and regional parks. In 2013, 93% of Dakota County residents said the quality of life was excellent or good.

The DCC was established in late 2005 through a Joint Powers Agreement between Dakota County and eleven cities located within the County. DCC members include Dakota County and the cities of: Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul and South St. Paul. The DCC has 66 employees, 61 of which are in dispatch operations. The 2015 operating budget is approximately \$ 8.6 million.

Candidates must hold a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Information Systems Management, Criminal Justice, Emergency Management or a closely related field and possess five years of progressively responsible supervisory experience in a government public safety environment.

Desirable qualifications include a Master's degree in one of these same fields; advanced training and/or certification in public safety, technology or related fields; five years of director level experience in a large, governmentally- operated, public safety communications organization; and experience working for a joint powers or similar type of organization.

The starting salary is expected to be in the range of \$90,000 to \$146,000 per annum. The DCC also offers an excellent fringe benefits package.

The position profile is available at www.mercergroupinc.com. Send letter of interest and resume to jf_miller@outlook.com by July 1, 2016.