

CITY ADMINISTRATOR Forest Lake, Minnesota

Forest Lake, Minnesota (pop. 20,000)

This is an opportunity to provide leadership and management that can make a real difference at an important moment in the life of a historic, vibrant, community with high quality city services and a professional staff. 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 to evolve as an anticipatory and professional organization.

The City of Forest Lake is a rapidly growing former cabin country destination turned attractive suburban community located in the northwestern corner of Washington County. The City is conveniently located at the intersection of Interstate Highways 35E and 35W with easy access to the Twin Cities metropolitan area. The City was incorporated on July 11, 1893 with 175 residents. In 2001, the city merged with the surrounding Forest Lake Township to form the current 36 square mile City.

The City of Forest Lake is a full service statutory “Option A” city under Minnesota law, with the council-administrator form of government. Policy-making and legislative authority are vested in the City Council consisting of a mayor and four other members, all elected on a non-partisan basis. Council members serve four-year staggered terms, while the Mayor is elected every two years. All Council members and the Mayor are elected at large. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring staff. The City Administrator is responsible for carrying out the Council’s policies, administering ordinances and overseeing the day-to-day operations of the city government.

The City of Forest Lake provides a full range of services, including: planning and zoning; election administration; building inspections; police and fire protection; emergency management; the construction and maintenance of highways, streets and other infrastructure; surface water management; weed control; water and sewer services; some sanitation services; and recreational and cultural activities. The City also owns and operates a paved runway airport, complete with an arrival/departure building. Certain housing services are provided through a Housing and Redevelopment Authority, operated by Washington County. The City currently has 51 full- and part-time and 21 seasonal employees. The 2018 General Fund budget is \$9.5 million and the 2018 budget for all funds, including debt service, is \$21.7 million.

QUALIFICATIONS

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 three to five years of relevant government or closely related private sector experience or an equivalent combination of education and experience.

TO APPLY

Send letter of interest and resume to: Jim Miller, Sr. VP, The Mercer Group, Inc., jf_miller@outlook.com, cell & text: 612-581-9972. Review of applications begins July 3. Salary range is \$122,000 - \$152,500, attractive benefits.

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