

# TODD COUNTY BOARD OF COMMISSIONERS

## *Work Session Agenda*

Date: May 22, 2018

Time: 9:30 a.m.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Search Firm Proposal Gary Weiers, DDA Human Resources, Inc.</b>	<b>9:30 a.m.</b>

May 16, 2018

*Sent via email only*

Board of Commissioners  
Todd County  
215 1st Avenue South, Suite 300  
Long Prairie, MN 56347

Dear Members of the Board,

Thank you for the opportunity to submit a proposal to assist Todd County with a search for a County Coordinator. This proposal has been updated to reflect a new search process timeline. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by County Boards in Minnesota. Our work is focused on communities in greater Minnesota.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

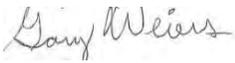
- Knowledge: Our firm comprehensively understands local government in Minnesota, and our consultants are former Administrators with significant experience.
- Communication: We will be on site multiple times throughout the search process and will provide weekly email updates to the County Board throughout the process.
- Brochure/Profile: We develop a detailed, professional profile to present the County in the most positive manner. A sample is attached.
- Experience: Our lead consultant has over 20 years of County management experience and has conducted over 50 executive searches for Counties and Cities.
- Adherence to deadlines: When a deadline is established, we will meet it.
- Video Interview: DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the Board prior to selecting candidates for final interviews.
- Work Personality Index: Prior to deciding on final candidates, the Board will also receive a personality index report on each person being considered for an interview.
- Background check process: Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the County Board. This is all included in the price.
- Intellectual Profile: Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- NJPA: Because of your membership in NJPA the County can receive a significantly discounted service fee.
- Assurance: If the Coordinator leaves the position within the first two years of employment, DDA will conduct another search for the County without professional service fees. Only actual expenses will be billed.

The attached proposal is for a full-service search. Other options are available if the County wishes to complete some service components on their own. It is important to point out that the two-year assurance only applies to a full-service search process. DDA does not guarantee work done by others during the process.

I look forward to meeting with the County Board on May 22, 2018.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gary Weiers".

Gary Weiers  
DDA Human Resources, Inc.

Enclosures

# DDA HUMAN RESOURCES, INC.



## PROPOSAL FOR TODD COUNTY COUNTY COORDINATOR SEARCH

MAY 16, 2018



# CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Process Details
◆ Approach to the Process	◆ Fees
◆ Service Team	◆ Assurance
◆ Timeline	◆ References

## DESCRIPTION OF THE FIRM

David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up-to-date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. In 2017, because of growth in our human resource service area, a new Human Resource affiliate company was created. DDA Human Resources Inc. currently employs seven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners, having served as Administrators or Human Resource Managers. In addition, the scope and breadth of experience levels we bring to this project is second to none.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for Todd County. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the County Board, you will be confident that these people are the best matches from the submitted applications.

After the Board selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Board making a decision.

Communication with the County Board is a high priority. In addition to our Consultant Gary Weiers being on site regularly, the County Board will receive weekly email updates, and he will always be available for questions.

# SERVICE TEAM

## Gary Weiers

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Gary joined DDA in 2013 and has conducted nearly 50 executive searches and numerous organizational studies. The vast majority of this work has been done in greater Minnesota. This is by design, in that we are passionate about meeting the needs of communities in all parts of the State. Prior to joining DDA, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary will be the lead Consultant on this project.

## Liza Donabauer

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Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.

During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development.

Since joining DDA, Liza has assisted with several executive searches as well as assisting with Compensation and Classification Studies.

Liza Donabauer will assist with reference checking.

## Liz Foster

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Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

# TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the County Board's decision to proceed.*

ITEM	TASK	COMPLETION DATE
Decision by County Board to proceed		June 5, 2018
Information gathering	<ul style="list-style-type: none"> <li>◆ Gather all pertinent background information</li> <li>◆ Review job description (if needed)</li> <li>◆ Meet individually with each member of the County Board</li> </ul>	June 20, 2018
Professional profile	<ul style="list-style-type: none"> <li>◆ Develop position profile and advertisement</li> </ul>	June 20, 2018
Approve position profile	<ul style="list-style-type: none"> <li>◆ County Board approves profile, job description, salary range, and hiring process</li> </ul>	June 26, 2018 Special Mtg
Candidate recruitment	<ul style="list-style-type: none"> <li>◆ Post position immediately upon approval of profile</li> <li>◆ Comprehensively advertise</li> <li>◆ Email and phone calls to prospective candidates</li> </ul>	June 27 , 2018- July 25, 2018
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	July 26, 2018
Video Interview	Each semifinalist will complete a video interview	August 9, 2018
Personality Index	DDA will administer a work-related personality index to all semifinalists.	August 9, 2018
Selection of finalists	<ul style="list-style-type: none"> <li>◆ County Board selects finalists for interviews</li> <li>◆ DDA will notify candidates not selected as finalists</li> </ul>	August 21, 2018
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> <li>◆ Includes:                             <ul style="list-style-type: none"> <li>• Criminal background: county, state, national</li> <li>• Sex offender registry</li> <li>• Social Security number verification</li> <li>• Employment and education verification</li> <li>• Credit Check</li> </ul> </li> </ul>	September 4, 2018
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	September 4, 2018
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	September 4, 2018
Finalist Packet	DDA will provide the Board information including: <ul style="list-style-type: none"> <li>• Summary of references</li> <li>• Results of background checks</li> <li>• Personality index reports</li> <li>• Video interview</li> <li>• Resumes, etc.</li> </ul>	September 4, 2018
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	September 12, 2018
Decision	County Board will select candidate for offer	September 12, 2018
Offer and agreement	DDA will negotiate agreement with selected person	September 13, 2018
Projected start date	New Coordinator begins	October 8, 2018
Follow up	DDA will follow up periodically with the new Coordinator	October 2019

7 of 22

# PROCESS DETAILS

## ***Step 1: Information Gathering***

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DDA will gather and assemble background information pertaining to the County and position. In addition, Gary will meet individually with all Board members to discuss candidate attributes, experience, and other important qualifications. A group meeting with department heads will also take place if requested. At the same time, the job description will be reviewed and we will gather relevant comparative salary information (if needed) for consideration by the Board. We will quickly develop a comprehensive understanding of the organization, community, and position.

## ***Step 2: Development of Position Profile***

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Based on the information received from the County Board and others, DDA will develop a professional position profile that is customized to present Todd County in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the County Board for consideration and approval prior to advertising. A sample profile is attached for your review.

## ***Step 3: Advertisement and Recruitment***

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DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: Association of Minnesota Counties, League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University, St. Cloud State University, and the University of Minnesota. Other local advertising will be done as per direction from the County. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the County prefers to use an existing County methodology.

## ***Step 4: Initial Screening and Review***

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After the posting closes, DDA will complete a comprehensive analysis of every application received and determine approximately 10-12 semifinalists based on job related criteria. Each semifinalist will complete a video interview and a work related personality index. About one week prior to the selecting finalists for interviews, the video interview, personality index, cover letter, and resume from each of the 10-12 semifinalists will be made available to the Board for viewing. This will allow the Board ample time to comprehensively review candidates prior to determining who to bring in for the final interviews. After the Board selects finalists, those not selected as finalists will be notified by DDA.

### ***Step 5: Selection***

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After the County Board selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of recent employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will check employment references on each person.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

About a week prior to the final interview process, the County Board will have access to each candidate's application materials, video interview, background check results, reference information, a work personality report, and an intellectual profile on each person.

Early in the search process, Gary will discuss interview possibilities including department head participation options and possibilities for community involvement through a meet and greet event, interview or other functions.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the County Board determines appropriate. Our goal is to make the process smooth and painless so the County Board can focus all its energy on finding the right person for the job.

### ***Step 6: Offer***

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After interviews are complete, we will assist the County Board with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the County Board.

### ***Step 7: Follow Up***

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DDA will make periodic contact with the new Administrator for at least the first year of employment.

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

Entity	Type of Search	Entity	Type of Search
Wadena County	Internal Coordinator Process	City of Lake City	Administrator
Rice County, MN	Chief Financial Officer	City of Plainview, MN	Administrator
City of Redwood Falls, MN	Chief of Police	City of Faribault, MN	Administrator
City of Brainerd, MN	Administrator	City of Fairfax, MN	Clerk/Treasurer/Administrator
City of Amery, WI	Administrator	City of Marshall, MN	Administrator
City of Arlington, MN	Administrator	City of Staples, MN	Clerk/Finance Director
City of Warroad, MN	Public Works/Utility Director	City of Mayer	Administrator
City of Nisswa, MN	Administrator/Clerk	City of Granite Falls, MN	Finance Director
City of Lake City, MN	Ambulance Director	Goodhue County, MN	Finance Controller
Pope County, MN	Coordinator	City of Isanti, MN	Finance Director
City of Baxter, MN	Administrator	City of Willmar, MN	Administrator
City of St. James, MN	Administrator	Three Rivers Community Action	Executive Director
City of Isanti, MN	Finance Director	City of Motley, MN	Clerk/Treasurer
Willmar Municipal Utilities	General Manager	City of Lake City, MN	Finance Director/Treasurer
Dodge County, MN	Administrator	City of Olivia, MN	Finance Director
Rice County, MN	Administrator	City of Marshall, MN	Administrator
Pope County, MN	Coordinator	City of Fergus Falls, MN	Administrator
City of Northfield, MN	Administrator	City of Winona, MN	Manager

In addition to the specific references listed on the following page, Todd County is encouraged to speak with any of the entities listed above.

DDA is currently conducting searches for the Cities of Wadena, Hector, and Waseca, Minnesota, as well as Crow Wing and Houston County.

## FEES

The fee for the search process is \$17,000. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

Because of a service partnership with NJPA, the County share of the cost for the service is \$9,500. NJPA would be responsible for the other \$7,500.

# ASSURANCE

If the newly hired Coordinator leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the County.

# REFERENCES

## **Steve Jacob**

Commissioner, Winona County

*Administrator Search*

Phone Number: 507-534-2554

Email: [sjacob@co.winona.mn.us](mailto:sjacob@co.winona.mn.us)

## **Jeff Docken**

Commissioner, Rice County

*Administrator and CFO Searches*

Phone Number: 507-339-9711

Email: [jdocken@co.rice.mn.us](mailto:jdocken@co.rice.mn.us)

## **Denelle DelZoppo**

Human Resources Director, Pope County

*Coordinator Search*

Phone Number: 320-634-7700

Email: [Denelle.DelZoppo@co.pope.mn.us](mailto:Denelle.DelZoppo@co.pope.mn.us)

## **Gordy Wagner**

Commissioner, Pope County

*Coordinator Search*

Phone Number: 320-815-3211

Email: [gordy.wagner@co.pope.mn.us](mailto:gordy.wagner@co.pope.mn.us)

## **Sara Folsted**

Administrator, Rice County

*Administrator and CFO Searches*

Phone Number: 507-332-6121

Email: [sfolsted@co.rice.mn.us](mailto:sfolsted@co.rice.mn.us)

## **Roger Ziebell**

Mayor, City of Plainview

*Administrator Search*

Phone Number: 507-534-2681

Email: [r.ziebell@plainviewmn.com](mailto:r.ziebell@plainviewmn.com)

## **Ed Menk**

Mayor, City of Brainerd

*Administrator Search*

Phone Number: 218-829-7266

Email: [emenk@ci.brainerd.mn.us](mailto:emenk@ci.brainerd.mn.us)

## **Royal Ross**

Council Member, City of Faribault

*Administrator Search*

Phone Number: 507-456-2932

Email: [ross@ci.faribault.mn.us](mailto:ross@ci.faribault.mn.us)

# DDA HUMAN RESOURCES, INC.

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## SAMPLE POSITION PROFILE





“TO PROVIDE AND MAINTAIN AN ATTRACTIVE AND VIABLE COMMUNITY”

POSITION: CITY ADMINISTRATOR

LOCATION: CITY OF LAKE CITY, MINNESOTA

POPULATION: 5,129

SALARY RANGE: \$98,152 TO \$121,943

## COMMUNITY INFORMATION

Lake City, Minnesota, is a vibrant community situated in the Mississippi Bluffs Regions of Southeast Minnesota. With a population of 5,129 residents, the City is part of both Goodhue and Wabasha Counties. The City lines the shores of Lake Pepin which is a naturally occurring lake on the Mississippi River. Located on Highway 61, Lake City sits just 68 miles southeast of Minneapolis/St. Paul and 34 miles east of Rochester, MN.



One of Lake City's greatest assets is its water recreation availability. The City began its acquisition of the Marina and Point in 1913 and continued development of the shoreline through the acquisition of the former Lake City Clinic property in 2003. This municipally-owned Marina is the largest small craft marina on the Mississippi River.

Known as the “Birthplace of Water Skiing,” Lake Pepin is considered one of the best sailing lakes in the nation. There is also an abundance of other year-round recreational opportunities including fishing, golfing, birding, hiking, biking, skiing, ice boating, and snowmobiling. Lake City offers breathtaking bluff views and is rich in history and natural resources. The City has a large manufacturing base, numerous dining establishments, specialty retail and service shops, and strong civic leadership making Lake City a great place to live, work, and visit.

## ECONOMIC VITALITY

Lake City continues to show its commitment to the growth and development of a strong, diverse, and expanding economy. The Economic Development Authority (EDA) of Lake City was established in 1987 to promote



these values and advocate for the business community. Collaborating with local groups, area utilities, the Small Business Development Center, and state government, the EDA continues on the path of developing a stable place to do business. Also providing assistance to local businesses is the Chamber of Commerce. They serve its members with information and resources to further their business success.

One major contributor to the success of the City's economy is the Lake City Marina. The Marina is open seven days a week, April through October. It offers state of the art floating docks and is just steps from shopping, food, and entertainment. One of the most significant changes that occurred to the Marina came between 1965-1967. The Marina Board applied to the federal government for a half million-dollar loan, and received approval, for dredging and expanding the area of the harbor. These changes paved the way for what the Marina is today.

Some of the major employers in the City include the Mayo Clinic Health System-Lake City, Hearth and Home Technologies, and Federal Mogul-Lake City. Mayo Clinic Health System is a network of clinics and hospitals supported by the expertise and resources of the world-renowned Mayo Clinic. Hearth and Home Technologies is the largest manufacturing plant of gas fireplaces in the world and was recognized as one of the 400 Best Big Companies in America by Forbes magazine in 2004. It was also considered one of America's Most Admired Companies in the furniture industry by Fortune magazine in 2004. Federal Mogul is a leading global supplier of products and services to manufacturers and servicers of vehicles and equipment in automotive, marine, rail, aerospace, power generation and industrial markets. This company employs almost 53,000 people globally.



Hoping to revitalize downtown Lake City and attract business to the area, the City of Lake City and the Lake City Economic Development Authority have started the Downtown Façade Improvement Program for commercial buildings located within the City's Downtown Zoning

District. Funds are granted to businesses to make façade changes to their buildings in order to highlight the City's rich architectural heritage and enhance visual appeal of the area.

## EDUCATION

Lake City is committed to providing a diverse, well-balanced education for its students. Public education is provided by Lake City Independent School District 813. They believe in a personalized team approach to education, and preparing all students for the opportunities and challenges of the 21st century. Bluff View Elementary School is



a pre-kindergarten through sixth grade facility serving 680 students with 68 certified staff members and 5 paraprofessional support staff. They offer small class sizes and are able to provide special education services and a gifted and talented program. Lincoln High School is comprised of nearly 600 students and 57 staff and houses the 7th- 8th grade middle school and a 9th-12th grade high school. For the past four years, the school was recognized as one of a handful of schools in Minnesota on the "Challenge Index," which recognizes the best schools in America based on student participation in Advanced Placement courses. The community recently showed its support for its school system by approving a \$12 million bond referendum which will be used to implement site upgrades and building additions and remodeling at its Bluff View Elementary School campus.

One private option is available for education in Lake City. St John's Lutheran School provides education for students in preschool through 8th grade.

## HEALTHCARE



A full spectrum of healthcare services is available in Lake City. Mayo Clinic Health System-Lake City delivers Mayo Clinic care right in the City. Outpatient and inpatient medical services, surgical and emergency services, and long-term care are all available right on the main campus, which provides easy access for their patients and care center residents.

A merger recently took place between the former Family Physicians Clinic and Olmsted Medical Center (OMC) healthcare system, creating the new Olmsted Medical Center- Lake City facility. The Clinic provides a number of services including pediatric & adolescent care, chronic disease management, preventative healthcare, minor surgical procedures, immunizations, sports, camp, school, work, annual physical and DOT exams, and much more.

## RECREATIONAL OPPORTUNITIES

Known as Minnesota's South Shore, Lake City is booming with recreational opportunities for residents and visitors alike. All four seasons offer an abundance of activity to those seeking indoor and outdoor excitement. Whether you are looking to spend your time boating or fishing, golfing, snowmobiling, camping, or browsing the local shops and galleries, Lake City offers it all!



Two full-service marinas and four public boat launches make it easy to get you out on the water. Guided kayak tours, fishing guides, and sailboat rides are all available. Lake City has nearly 7 miles of shoreline offering ample opportunity for shore fishing.



Three 18-hole golf courses can also be found within minutes of downtown, each offering fantastic river valley, lake, and bluff views.

For those looking to hike, bike, ski, or snowmobile, hundreds of miles of maintained trails can be found along the river and in the surrounding forests. Tour de Pepin, a popular bike event that starts and ends in Lake City, is a tradition held on the first Saturday of June and offers an opportunity for spectating or enjoying an exciting ride.

Another popular event in Lake City is Water Ski Days. This annual event features water ski shows, food, arts and crafts, a grand parade, music and brew, and much more. The event offers plenty of activity for the whole family to enjoy.

Hok-Si-La, a 252 acre, municipally owned and operated park located on Lake Pepin, offers tent camping, swimming on the beach, a play area, and facilities to use for family gatherings, company parties, schools, and other clubs. Groomed cross-country trails are also available.



A number of local gift shops, antique stores, and unique restaurants make Lake City an exciting place to visit. Visitors can spend the day downtown enjoying these amenities, or venture out and find excitement throughout the City.

## THE ORGANIZATION

The City of Lake City provides services to the Lake City community. The tracking, monitoring, and reporting of the administrative functions of the City is handled by general administrative departments. These areas include Council, City Administrator, City Clerk, Finance, Elections, Annual Audit, Legal, and Planning.

The City Council acts as the governing body and provides leadership and direction for the City. There are six Council members and the Mayor. The Council exercises the legislative power of the City and determines all matters of policy. The City Charter defines the powers of the City Council.

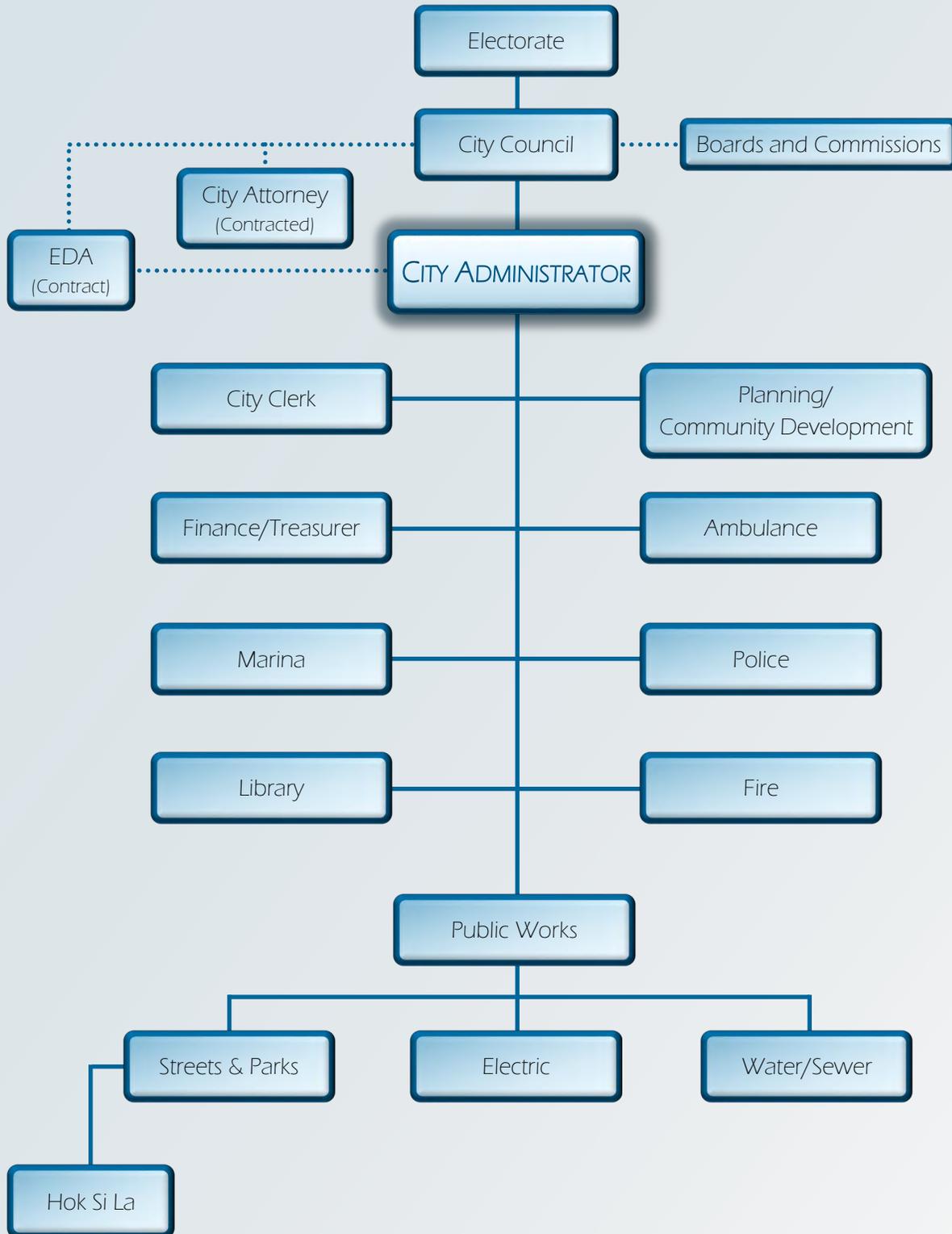
The City Administrator oversees the administration of all City affairs consistent with the policies and direction of the Council. The Administrator gives advice and recommendations to the Council and to boards and commissions relative to the functions and operations of the City.



## 2018 BUDGET SUMMARY

Fund	Operating Revenues	Property Tax Levy	Expenditures
General Fund	\$4,261,765	\$2,689,876	\$6,951,641
Library	198,350	108,393	306,743
EDA	40,100	71,713	111,813
Debt	-	474,624	493,073
Electric	14,314,771	-	13,068,818
Water	674,982	-	735,643
Sewer	1,463,500	-	1,554,387
Storm Water	140,350	-	166,332
Garbage	577,800	-	605,925
Marina	2,166,555	-	1,785,080
Municipal Buildings	431,100	-	431,100
Capital Projects Fund	417,374	-	636,073
<b>Total Budget</b>	<b>\$24,686,647</b>	<b>\$3,344,606</b>	<b>\$26,846,628</b>

# ORGANIZATIONAL CHART



## ADMINISTRATOR CORE DUTIES

- ◆ Oversees the preparation of the annual budget and reports to the Council on the financial status of the City.
  - ◆ Prepares the annual budget including reviewing and revising department budget proposals, consolidating department budgets, preparing the budget message, presenting the final budget proposal, and administering the approved budget.
  - ◆ Advises the City Council, committees, and Mayor on the City's financial status, capital improvement needs, operating and staffing conditions, expenditures, financial controls, and related concerns.
- ◆ Manages all City staff through direct supervision or through department heads. Makes recommendations to the City Council on the hire and dismissal of employees.
  - ◆ Confirms all new appointments, promotions, demotions, transfers, and other personnel actions.
  - ◆ Adjusts and finalizes grievances, oversees discipline and discharge.
  - ◆ Negotiates or oversees negotiation of labor contracts.
  - ◆ Reviews staff development needs and recommends training as appropriate.
- ◆ Develops and issues administrative rules and procedures necessary to ensure proper functioning of all departments.
  - ◆ Oversees departmental operations; issues administrative orders, rules, and directives; outlines procedures for provision of City services; interprets Council and administrative intent.
  - ◆ Reviews City services to determine if processes are effective or should be changed as needed to provide for optimal organization and growth.
  - ◆ Coordinates, consults, and advises department heads in the implementation of the executive policies of the Council and Mayor.
  - ◆ Monitors City operations to ensure effectiveness and compliance with applicable laws, regulations, rules, policies, and ordinances. Directs department managers to make changes as needed.
- ◆ Interprets and executes ordinances and City Council directives and makes recommendations to Council for improvement of City services.
  - ◆ Reviews and enforces implementation of Council decisions and encourages department heads to set appropriate goals and timetables to complete projects.
  - ◆ Presents information to the City Council and, as necessary, its committees. Presents reports and studies, summarizes and discusses issues, makes recommendations, and gives advice regarding alternatives and courses of action, projects, programs, operations, citizen concerns and requests, and other matters of administrative concern.
  - ◆ Prepares correspondence for the Council, ensures all parties are notified and advised of relevant issues, directives, decisions, requests, etc.
  - ◆ Makes recommendations of City policies, and oversees changes mandated through legislative updates.
  - ◆ Researches studies, analyzes, and interprets data concerning city government and prepares a thorough analysis with recommendations to the Council.
  - ◆ Recommends the content and oversees the drafting of City ordinances, resolutions, and policies for City Council approval.



## ADMINISTRATOR CORE DUTIES– CONT'D

- ◆ Oversees purchasing procedures.

- ◆ Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Council for approval and approves purchases as the Chief Purchasing Officer.



- ◆ Represents the City at all official or semi-official functions as directed by City Council.

- ◆ Maintains positive relationships and open communication with City Council, boards, commissions, government agencies, Chamber of Commerce, and general public.
- ◆ Acts as a liaison with other governmental agencies, citizens, advisory boards, committees, commissions, task forces, and associations to foster development of cooperative ventures, solve problems, reduce duplications, provide or obtain assistance, and improve city services and delivery capabilities.
- ◆ Promotes effective community and media relations; acts as City's chief media contact.
- ◆ Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- ◆ Meets with and speaks to public assemblies, civic organizations and other interested groups as a representative of the City to provide information and solicit opinions in the formulation of public policy.
- ◆ Coordinates the activities of City commissions and boards; provides administrative support and guidance as needed.

- ◆ Investigates complaints in relation to matters concerning the administration of departments and offices.

- ◆ Conducts internal investigations as needed.
- ◆ Serves as Step 3 designee in the established grievance process; resolves grievances at Step 3 or refers to subsequent steps as appropriate according to the labor agreement.



- ◆ Completes other duties and special projects as needed.

- ◆ Meets with land developers, real estate and banking representatives, entrepreneurs and others involved in large scale projects having a major impact on the City to assist in locating, expanding, relocating, donating or selling, obtaining City services, or seeking the Administrator's professional opinion or indication of City Council response.

## DESIRED ADMINISTRATOR ATTRIBUTES

- ◆ Be respectful and honest.
- ◆ Have significant public finance skills.
- ◆ Have well developed conflict resolution skills and abilities.
- ◆ Be visible to staff and the community.
- ◆ Be professional and diplomatic in dealing with issues.
- ◆ Have a thick skin.
- ◆ Be a collaborative and inclusive leader.
- ◆ Understand and appreciate the uniqueness of the community.
- ◆ Be passionate about the City of Lake City.



## PRIORITIES AND GOALS

- ◆ With the Council, develop and implement a strategic plan for the organization that will guide policy making and financial investment for the next 2-3 years.
- ◆ Help shepherd major projects such as the Highway 61 redesign.
- ◆ Continue to enhance teamwork with organizational leaders and the Council.
- ◆ With the Council, develop methodologies for enhancing transparency and communication with the public.
- ◆ Implement a new City website, and enhance opportunities for citizens to conduct City business electronically.
- ◆ Help the Council develop protocols for interactions with each other and with employees.
- ◆ Develop approach that enhances recognition of staff.



## POSITION ANNOUNCEMENT

City Administrator: City of Lake City, Minnesota

Salary Range: \$98,152 to \$121,943

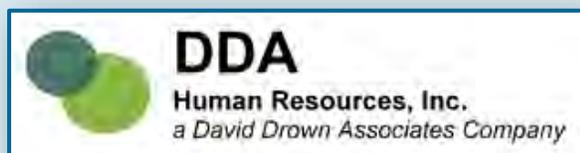
Lake City, Minnesota, is a vibrant community situated on the banks of the Mississippi River in Southeast Minnesota. Its rich history, stable economy, and wealth of recreational opportunities make this City a great place to live and work.

Minimum qualifications for the position include a bachelor's degree in Public or Business Administration, Finance, or a related field, and extensive experience in municipal government administration, or an equivalent combination of education and experience.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/17973-lake-city-city-administrator/47335-application-form/en>, and complete the process by February 6, 2018. Finalists will be selected by the City Council on February 26, 2018. Final interviews are scheduled for April 6 and 7, 2018.

Please direct questions to Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.



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