



# THE CITY OF FAIRMONT, MINNESOTA

## IS SEEKING A

# CITY ADMINISTRATOR

### **The Community**

The City of Fairmont, a regional center of over 10,000 in the heart of southern Minnesota, takes great pride in its beautiful chain of lakes. Known as the *City of Lakes*, Fairmont provides an array of recreation, educational, and health care services that support a regional service area population of over 45,000. Serving as the county seat for Martin County, known as *Bacon Capital USA*, Fairmont is centrally located along I-90 and State Highway 15.

The city's five picturesque lakes provide a valuable community resource and afford residents and visitors alike with recreational areas for swimming, pleasure boating, water skiing, and fishing. Other attractions include the Fairmont Aquatic Park and a variety of public and private 18-hole golf courses. The Red Rock Center for the Arts and the Fairmont Opera House are popular venues for artistic endeavors and enrichment.

A full array of K-12 educational services is available from the Fairmont Area School District and from private religious-based schools. The Fairmont Area District is a leader in providing trades-education opportunities in partnership with area businesses and industry. The District offers a variety of athletic programs and extracurricular activities. The Southern Plains Educational Cooperative, which serves five area school districts and provides an alternative learning center, recently opened a facility in Fairmont.

Mayo Clinic Health Systems Fairmont campus has been meeting the medical needs of Fairmont and the surrounding community for more than 20 years, offering in-patient and out-patient care, a hospital, an eye clinic, dental offices, 24-hour emergency room service, as well as other specialized programs. Other providers include , the Center for Specialty Care, Dulcimer Medical Center, and the United Hospital District, which recently added a clinic in Fairmont. Lakeview Methodist Health Services, which is breaking ground on a new facility in Fairmont this spring, provides the area with skilled nursing, assisted living and memory care services.

Fairmont's economy consists of large and small industry and commerce. Major employers in Fairmont include CHS, 3M, Mayo Clinic Health, Avery Weigh-Tronix, HyVee, Walmart, Fairmont Foods, and REM Heartland to name a few. Fairmont is positioned for continued growth with a fully serviced 62-acre industrial park with 17 acres certified as shovel-ready and two more shovel-ready commercial subdivisions with state highway and interstate access.

## The Organization

The City of Fairmont is a home rule charter city with a Council-Administrator form of government. The City Council is comprised of six elected officials who govern the issues related to the City of Fairmont. The Mayor and Councilmember-At-Large are elected by all Fairmont citizens. The additional four Council Members are elected by the citizens of the ward they represent in even years. The Mayor and Council Members are elected for a four-year term. The Mayor presides at City Council meetings and does not vote unless there is a tie. The Councilmember-At-Large serves as the Mayor Pro Tem.

The City Council appoints a City Administrator to oversee, direct and manage municipal services ranging from public safety/emergency management, fire, finance, community development, economic development, and public works to operating water, wastewater and electric utilities as well as an aquatic park and liquor store. The City maintains 74 miles of streets and 29 parks; it also operates a regional airport with instrument landing, a 5,500-foot main runway and 24-hour fuel service.

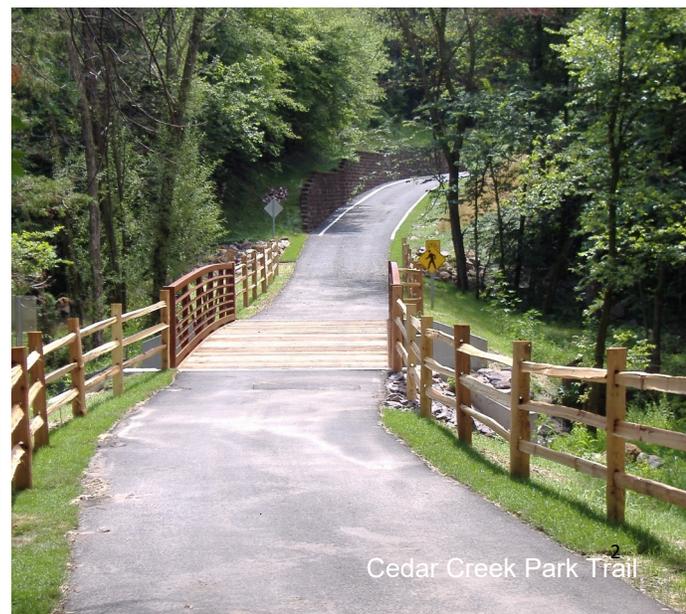
In 2020, the City has an all funds budget of \$53.7 million and a workforce of 92 FTEs (full-time equivalent). Employees are represented by three labor unions: LELS (police officers), IBEW (electric, water and wastewater employees); and AFSCME (street and park employees). Approximately 66% of full-time employees are unionized.



Aerial View of Fairmont



Historic Downtown

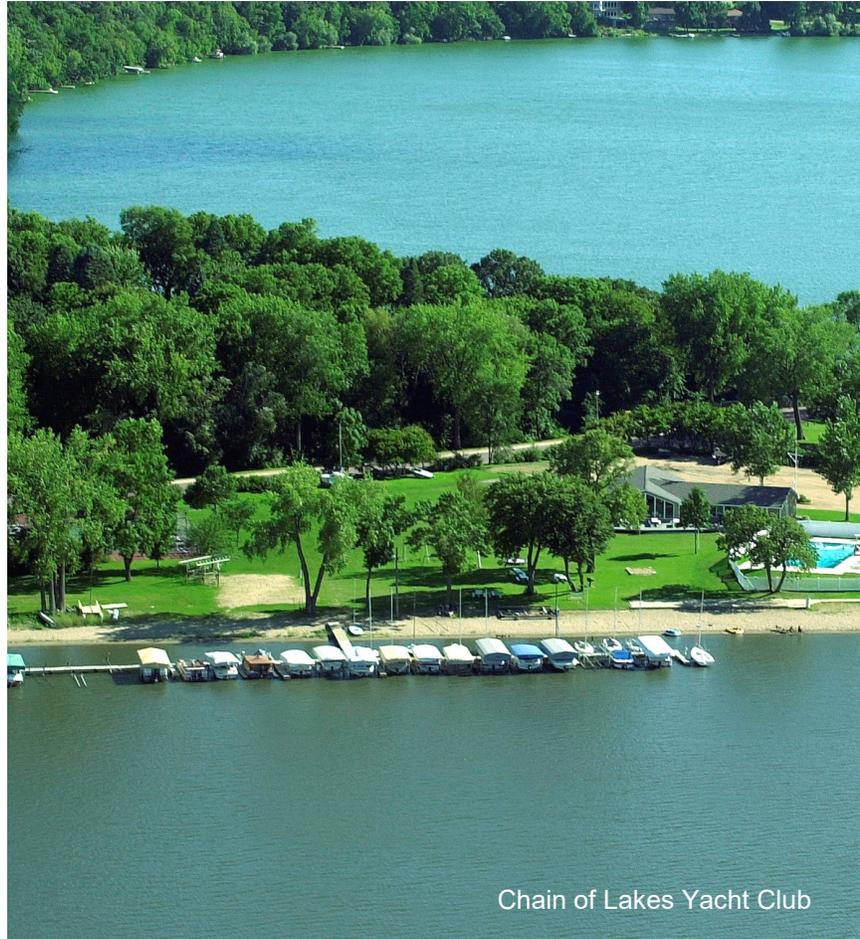


Cedar Creek Park Trail

# The Position

The City Administrator provides overall direction and coordination for city planning, administration and operations of the City to ensure the effective provision of municipal services are consistent with the goals, objectives, and policies established by the City Council. Major responsibilities include:

- Manages and supervises all city departments, agencies and offices to achieve goals; plans and organizes staff assignments, reviews progress and modifies direction as needed.
- Provides reports, recommendations, and advice as appropriate to inform the City Council and support its policymaking role.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates interdepartmental activities.
- Provides professional advice to the City Council and division directors; makes presentations to councils, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Recommends an annual budget, assures that municipal operations are performed within budget, monitors revenues and expenditures.
- Develops a long-range financial plan that supports the city's direction and its short-and long-range goals.
- Oversees and directs human resource activities with the involvement of division directors, including hiring, promotions, demotions, terminations, grievances, performance evaluations and employee training and development.
- Updates and administers city compensation and benefit programs with assistance from the Director of Finance and Administration.
- Provides ongoing feedback on job performance and conducts performance evaluations of division directors and direct reports; provides an overview of the results to the City Council.
- Participates in the development of policy and guidelines; oversees the city's labor contract negotiator and assures that policies and guidelines are consistently applied throughout collective bargaining negotiations.
- Receives complaints and ensures that complaints are handled properly through appropriate channels and in a timely manner.
- Represents the city in local, regional, and state meetings and functions as directed by the City Council.
- Coordinates with other governmental units, including county, state, and federal authorities, in matters related to future developments which affect the city.



Chain of Lakes Yacht Club



Fairmont Aquatic Park

## Desired Capabilities

- Engaging leader, brings a fresh perspective and the capacity to inspire and bring people together
- Guides the city in developing, articulating and working together to accomplish shared goals
- Maintains objectivity and neutrality; navigates the political environment without taking sides
- Builds an effective team; supports team members' expertise and gives them opportunities to shine and receive credit
- Positive and forward looking, anticipates trends and issues that will impact the city
- Focused on the big picture; proactively engages council and staff in long-range planning
- Delegates effectively with clear direction
- Seeks diverse points of view; acts decisively when needed and explains how the decision was reached
- Has the self-confidence and courage to present recommendations that may not be popular
- Values a culture that embraces exemplary customer service
- Brings a high-level understanding of municipal finance and short- and long-range budgets and financial plans
- Actively encourages and works collaboratively to spur economic development; supports efforts to attract new and retain existing businesses
- Consistently demonstrates integrity, accountability, and trustworthiness
- Adept at framing issues and solving problems with others
- Transparent and straightforward, shares information readily
- Calm, level-headed, diffuses conflict and helps others find common ground
- Approachable and genuine, at ease communicating with and listening to the concerns of others

## Leadership Opportunities

**Transition in leadership.** The next City Administrator will work with the City Council and City staff to build, unify and move the City team forward. Establishing relationships and communicating openly will serve as an important foundation for building trust. This transition comes after a difficult period that ended with the departure of the former administrator.

**Strategic goals.** The City Administrator will guide and assist the City Council, working with senior staff, to identify and adopt short- and long-range goals. In addition, the City Administrator will provide regular reports sharing City staff's progress in the development and implementation of action plans.

**Organizational review.** The next City Administrator will have the opportunity to work with the City Council to clarify roles, responsibilities, and information-sharing processes. In addition, the City Administrator will assess organizational needs ensuring that the organizational structure and staffing are aligned with strategic goals.

**Housing and economic development.** While the City has benefited from recent economic development projects, more opportunities exist to address housing needs and to bring new businesses and jobs to Fairmont. The City Administrator will continue to support and facilitate ongoing economic development opportunities and cultivate a business-friendly environment.

**Community Center.** For several years, Fairmont citizens have weighed the value of developing a community center. A recent Project 1590 citizen grass roots initiative has garnered support from many, but not all, corners of the community to move this project forward. Private fundraising and discussions with the YMCA about a continued partnership are under way. The City Administrator will be involved as the future of the project is determined.

**Financing capital projects.** Planning is underway for several major capital projects, including a public works facility and upgrades to the wastewater treatment plant. In addition, street reconstruction continues to be a major need. The City Administrator will explore capital funding options, such as expanding a local option sales tax, instituting gas franchise fees, and identifying alternative revenue sources to support infrastructure needs. The financing needs of public projects proposed by other units of government will be considered in recommending a financing plan.



## Qualifications and Experience

The position requires a four-year degree from an accredited college or university in public administration, political science, business management or a closely related field, and five years of progressively responsible experience in local government, including management and administration. Equivalent combination of education and experience will be considered. Qualified candidates must demonstrate strong communication, listening, and interpersonal skills and experience working with governing bodies, directing staff, and managing the development and execution of strategic goals. Experience in human resources, public finance, economic development, and/or community development is desired. Familiarity with working in a labor environment and writing/managing grants is preferred.



## Compensation and Benefits

The salary range for this position is \$122,005 to \$152,507 with an anticipated starting salary of up to \$140,000, based on qualifications and experience. The City of Fairmont offers a competitive benefits program including health and dental insurance and participation in the Public Employees Retirement Association (PERA). Relocation assistance is negotiable.



## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2536>

This position is open until filled; first review of resumes occurs on March 20, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Sharon Klumpp at [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com) or 651-223-3053.



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