THE CITY OF BELLE PLAINE, MINNESOTA
IS SEEKING A
CITY ADMINISTRATOR

THE COMMUNITY

Conveniently located between Minneapolis and Mankato, the City of Belle Plaine, Minnesota (population 6,900), is the perfect place to experience living in a friendly, close knit community while enjoying the nearby amenities of larger cities. On U.S. Highway 169, Belle Plaine is 40 miles south of Minneapolis and 40 miles north of Mankato. Belle Plaine has an area of 6.11 square miles. A predominantly residential community, Belle Plaine has a charming, historic downtown and is home to major employers including The Lutheran Home Association, Cambria Corporate Offices, Coborn’s Superstore and the Belle Plaine Public Schools.

Belle Plaine has many attractions from Belle Plaine Tiger Park, a first-class amateur baseball field, to historic buildings including the picturesque Episcopalian Church built in 1855 and the Hillstrom Historical House built in 1871. Residents and visitors alike can enjoy the tranquil setting of Townsend Park, located in the City’s downtown area. For those who appreciate the out-of-doors, the Minnesota Valley Trail offers horseback riding, snowmobiling, hiking, cross-country skiing and mountain biking. This trail, which follows the Minnesota River, runs from Belle Plaine to Chaska and then connects with a paved path from Chaska to Shakopee.

The Belle Plaine Independent School District No. 716 educates approximately 1,500 students in grades K-12. Two elementary schools provide instruction and educational programming for students in pre-school through sixth grade. Belle Plaine Junior/Senior High School serves students in grades seventh through twelfth.

Belle Plaine is well served by the Mayo Clinic Health System and Ridgeview Medical Services; both offer residents convenient family medicine at the local clinics. The Lutheran Home Skilled Care Center offers the community transitional care, wellness and rehabilitative therapies, long-term care, memory care and adult day programs.
THE POSITION

The City Administrator provides organizational leadership and managerial direction as the City’s chief administrative officer. The position performs all duties of an administrator of a statutory city as provided by state law and is responsible for the implementation of City Council ordinances, regulations, resolutions, and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the City Council. The City Administrator oversees the work of staff either directly or through department supervisors.

Other duties performed by the City Administrator include:

- Planning, coordinating and directing the implementation of operational and strategic priorities among all departments to deliver high quality services efficiently and effectively.
- Working closely with the Finance Director and department heads to develop and present the proposed annual budget and capital improvement plan to the City Council.
- Overseeing the City hiring process and acting as final authority on personnel actions, subject to approval of the City Council on hiring, severe disciplinary action and dismissal.
- Responsibility for all personnel policies and actions, including conducting employee performance evaluations and negotiating labor agreements.
- Representing the City in meetings with various community, regional and state agencies and with the League of Minnesota Cities and the Scott County Association of Leadership and Efficiency (SCALE) as appropriate.

THE ORGANIZATION

The City of Belle Plaine operates under the council-administrator form of government. The City Council consists of a mayor and four at-large council members. The Mayor is elected to a two-year term, while City Council members are elected to alternating four-year terms.

The City Administrator reports to the City Council and provides support and policy recommendations. This position leads and collaboratively works with staff to implement Council policies and decisions and provide regular Council updates.

Belle Plaine’s motto, “A City That Works,” is best exemplified by the 2016 completion of the Enterprise bridge over U.S. Highway 169, an infrastructure project that connects the east and west parts of the City. The City undertook this project without state or county funding.

Belle Plaine’s total budget for 2017 is $9.6 million. This amount includes all budgeted funds for the City. The City’s credit rating was recently upgraded to AA- by Standard and Poor’s, an indication of its excellent financial condition and its prudent, careful and conservative approach to financial management.

The City has a total of 28 full-time and 37 part-time employees organized into five departments: Community Development, Finance, Fire, Police and Public Works, including water, sanitary sewer and storm water utilities. Ambulance services are provided under contract by Ridgeview Medical Center. Library services are provided by Scott County.
**Desired Capabilities**

- Progressive, brings a fresh perspective and big picture approach.
- Inventive problem-solver, open to new ways of streamlining services.
- Demonstrates initiative and a willingness to take on new and sometimes complex issues.
- Makes a professional commitment to the City and provides continuity.
- Visible and approachable, recognized in the community.
- Open and honest communicator, provides timely, reliable information to all Council members.
- Engages the City Council; provides well-researched options and professional recommendations.
- Self-assured and confident; diplomatically takes a stand without acquiescing to special interests.
- Interacts easily with citizens; takes a genuine interest in their concerns.
- Projects a positive, professional demeanor; resilient in the face of setbacks.
- Uses the expertise of others and effectively manages staff; skilled in setting expectations, delegating work and holding staff accountable.
- Collaborative approach working with service organizations, other local governments and City stakeholders.

**Leadership Opportunities**

**City roles and relationships**

Establish relationships and build credibility with the City Council and staff. Clarify roles and responsibilities to support City policy development and implementation.

**Unified workforce**

Provide leadership to build a cohesive department team. Create shared goals and inspire staff. Lead by actions and demonstrate exemplary skills.

**Economic development**

Review City development processes and programs to identify ways the City can have a greater impact in increasing economic development. Establish relationships with other entities, such as DEED, and take an active role in promoting business retention and expansion.

**Comprehensive Plan update**

Participate in the Comprehensive Plan update to identify future community needs and directions.

**Communication**

Strengthen communications with citizens using electronic media and traditional methods to reach out to the residents and businesses within the community. Communicating the City’s message is an important goal.

**Relationship-building**

Establish an effective working relationship with Scott County, neighboring cities and townships, and regional and state agencies to help the City develop initiatives and accomplish strategic goals.

**Service delivery review**

Partner with the City Council and staff to develop an operational plan for city services that considers staffing needs and workforce planning and balances fiscal realities with customer service and efficient delivery system models.

**Facilities plans**

Assess the condition of municipal facilities and conduct a space needs study to identify future needs; priorities and funding sources.
COMPENSATION AND BENEFITS
The annual salary range for this position is $88,098.57—$116,687.66 dependent upon candidate education and experience. The City provides a rich employee benefit program that includes 100 percent single and 90 percent family health insurance coverage with no deductible. Single and family dental insurance coverage is provided, including orthodontia expenses for dependents ages 18 and under.

APPLICATION AND SELECTION PROCESS
Qualified candidates please submit your cover letter and resume online by visiting our website at https://springsted-waters.recruitmenthome.com/. This position is open until filled; however, first consideration will be given to resumes received by November 13, 2017.

Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to those candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidates’ consent. For more information, please contact Sharon Klumpp at sklumpp@springsted.com or by calling 651.223.3053 (office) or 651.270.6856 (mobile). The City of Belle Plaine is an Equal Opportunity Employer.

POSITION REQUIREMENTS
Bachelor’s degree in public administration, business or a related field, master’s degree preferred, progressively responsible administrative and/or managerial experience in a comparably sized public, non-profit or private sector organization required. Qualified candidates will have considerable knowledge of municipal operations, a strong background in finance and economic development and experience managing employees and working with a city council or equivalent governing body. Strong interpersonal, communication and presentation skills required.

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