The City of Mankato, Minnesota seeks a proven innovative and collaborative local government professional to assist in leading a progressive and fast paced municipal organization. The ideal candidate must have knowledge and experience on the principles of a high performing organization, fostering employee engagement, and local government innovation.

Under limited direction, as the City Manager’s “Chief of Staff”, the Deputy City Manager provides direct oversight in the development of the city’s annual budget and community investment plan, including the integration of the city’s strategic visions and performance measurements. The Deputy City Manager oversees the City Manager’s office, Finance, Information Technology, and Public Information/311 Customer Service, with an overall staff of 30 employees. In partnership with the City Manager, this position oversees day-to-day administration and operations of an extensive menu of local and regional services with an emphasis on resilient service delivery.

The ideal candidate is committed to the principles of servant leadership and is expected to work collaboratively with other private, public and non-profit leaders in achieving unified community outcomes.
Located in the scenic Minnesota River Valley and an hour and a half from Minneapolis-St. Paul, Mankato is the centerpiece of a prosperous, progressive, and culturally enriched region of the Midwest and has earned several livability awards, making it an excellent place to raise a family.

Mankato’s economic diversity and growth leads Minnesota, and is among the top in the nation. Mankato has a population of 41,000 with a contiguous urban population area of 96,740. There is a trade area population of more than 400,000; and there are 1.6 million people who live within 60 miles. Mankato is the region’s commercial, industrial, educational, health care and technology center. The region’s stability is underpinned by an ever growing agricultural economy.

The city has all of the amenities and resources of a large city while at the same time providing the peace of mind and quality of life associated with small town America. The city is renowned for its natural beauty. Rivers, lakes, ravines, bluffs, natural prairies and forested areas offer breathtaking landscapes and provide a scenic backdrop for an area of rich cultural heritage steeped in historic significance.

Our public K-12 school system is ranked nationally, and the Greater Mankato area hosts five superb higher education institutions. Enjoying superior health care provided by Mayo Clinic Health System and the Mankato Clinic, Mankato is recognized as one of the best small cities in America.

Recreational and cultural opportunities exist for all ages and interest levels. The River Valley and area lakes allow a broad range of activities for the outdoor enthusiast, including biking, skiing, kayaking, fishing and boating. As a regional arts center, residents enjoy national touring artists, symphony orchestra, and a culture rich in heritage, historic significance and art. For the sports enthusiast the higher-education institutions are known for their nationally ranked sports teams, and Minnesota State is also host to the Minnesota Vikings training camp.
Mankato has a Council-Manager form of government. The City Council consists of seven members, five elected by ward, one elected at-large, and a directly-elected Mayor, who serve overlapping four-year terms. The City Manager serves as the city’s chief operating officer, making all hiring and appointment decisions. There are five standing advisory boards and commissions that provide an opportunity for citizen involvement in the city’s affairs.

The current City Manager has been in office for over twenty years, with the former City Manager being in office for 28 years.

The City of Mankato employs approximately 300 full-time staff. The overall operating budget for 2016 is $109,458,501. The General Fund operating budget for 2016 is $25,778,249.

Mankato maintains a strong financial condition which is among the best in the state and in the nation and is bolstered by one of the best regional economies in the upper Midwest. The city maintains a stable AA bond credit rating.

**Administration:** The City Manager’s office team consists of the City Manager, Deputy City Manager, Senior Management Analyst, Management Assistant, and Management Intern. In addition, the City of Mankato has a partnership in place with Blue Earth County for City Attorney services. Other administrative departments include Finance, Information Technology, and Public Information/311 Customer Service. The focus of the Administrative departments is assuring resilient service delivery and process improvement.

**Human Resources:** Employees are the most valuable asset of an organization. Human Resources staff oversee recruitment and selection of qualified people to serve citizens in a positive and efficient manner. Staff is responsible for benefits administration, compensation administration, employee and labor relations, wellness, training and development, payroll, job descriptions, recruitment, and employee onboarding. The City of Mankato has a partnership with Blue Earth County to provide Human Resources, which benefits taxpayers through intergovernmental cooperation.

Human Resources includes the Minnesota Valley Council of Governments (MVCOG). The MVCOG is a voluntary regional cooperative association of 10 cities and two counties working together to enhance abilities to provide quality service to their communities. MVCOG focus adapts to changing needs of members jurisdictions.

**Verizon Wireless Center:** Located in the heart of the City Center, the Verizon Wireless Center has established itself as one of the Midwest’s premier centers for meetings and entertainment. The Center generates $60 million annually of economic impact; and has a reputation of being one of the most successful small market venues in the nation.

The Verizon Wireless Center staff also oversee the Vetter Stone Amphitheater at Riverfront Park. The Vetter Stone Amphitheater was named a top outdoor stage for concert goers in or near the Twin Cities.

The Verizon Wireless Center and Vetter Stone Amphitheater regularly play host to national touring artists, conventions, and expositions.
Our Government (Continued)

**Community Development:** Community Development is responsible for planning, housing, inspections, economic development, and mass transit for the urbanized area (Mankato/North Mankato). In addition, Community Development oversees the Mankato/North Mankato Area Planning Organization (MAPO). The MAPO is a planning partnership of the cities, counties, and townships.

Mankato Community Development is recognized throughout the Midwest for its orderly growth management and development processes.

**Public Safety:** Public Safety consists of police, fire, and emergency management services. The department is organized as an integrated management service that includes full and part-time police, and three Fire Stations staffed by a combination of full and part-time fire/rescue response personnel. Emergency Management depends on an extensive group of community volunteers.

Public Safety is committed to the service model of community policing and engagement. The Public Safety organizational and fire services model saves taxpayers $3 million annually.

**Public Utilities:** Public utilities include water, water reclamation, refuse, stormwater and flood preparedness. Staff ensure clean drinking water, manage effective wastewater treatment, manage stormwater and oversee the contract for refuse and recycling collection, as well as the billing administration for the street light and storm water utilities.

Mankato’s Wastewater Treatment Plant (WWTP) is a state-of-the-art regional facility currently providing wastewater treatment services for six jurisdictions. The WWTP also features a modern tertiary water reclamation facility which produces effluent meeting California Title 22 standards.

Mankato’s Water Treatment Plant (WTP) is a 7.0 mgd surface water lime softening facility with supplemental ground water. The WTP services 12 million gallons daily with ultra membrane filtration.

Mankato Public Utilities is known state-wide for its water quality initiatives, and quantity of water and sewer treatment systems.

**Public Works:** Public Works maintains major city infrastructure. Staff oversee the engineering and design of new construction, and reconstruction maintenance of Mankato’s sanitary sewers, water mains, streets and sidewalks, parks, public landscaping, city fleet, as well as city buildings and facilities.

Public Works also oversees the Mankato Regional Airport serving the general/business aviation and the Minnesota State aviation program.

Mankato Public Works is committed to efficient service delivery and high quality infrastructure maintenance. The department is funded with a high level of capital and equipment replacement reserves.
The Deputy City Manager

The Deputy City Manager provides leadership and assists the City Manager in the day-to-day operations of the city government, including:

- Under limited direction, serves as the City Manager’s “Chief of Staff” and provides leadership and strategic vision, oversees day-to-day administration and operations.

- Supervises directly the activities and functions of the City Manager’s office, as well as Finance, Information Technology, Public Information/311 Customer Service; and interacts daily with residents, non-profits, private businesses, and other units of government in the role of community and partnership builder.

- Assists the City Manager and department directors in setting the strategic direction of the organization to achieve outcomes in support of the city’s sustainability framework.

- Assists the City Manager in collaborating with departments to develop and implement work plans in alignment with the City Council’s goals and the organization’s vision for service excellence.

- Manages special projects related to items of interest to the City Manager and City Council. Coordinates outreach activities on behalf of the City Manager and Council; prepares information or special reports in response to requests.

- Regularly performs policy analysis, makes recommendations, prepares agendas and information items, facilitates meetings, and performs other related administrative duties on behalf of the City Manager.

- Manages and coordinates preparation of annual operating budget which is based on organizational vision/values, strategic initiatives/ pillars of success, service levels, resident input, and organizational performance measurements.

- Coordinates work programs and projects among departments, as well as with other government agencies, to ensure work is completed cooperatively and efficiently, and to ensure that resources and assistance provided are appropriate.
EDUCATION AND EXPERIENCE

Educational requirements include a Bachelor's degree in public administration, political science, urban and regional studies, or related field, and a minimum of eight years experience in municipal government management and/or equivalent combination of education and experience, with experience as a City Manager, Deputy or Assistant City Manager, or director level in a municipal government. A Master's degree is preferred, in addition to senior management continuing education.

Candidates must possess five years supervisory experience with background in either administrative or operations management and be a participating member of the International City Manager's Association (ICMA).

Candidates should be a proven leader in municipal government who are open, honest, of strong moral character, promotes transparency and has excellent people skills. Candidates who promote a collaborative work environment and value teamwork and empowering staff members are ideally suited.

COMPENSATION AND BENEFITS

Salary is negotiable depending on qualifications. Currently, $125,000. Exceptional health care and benefits package.

Position Challenges and Initiatives

Continue the implementation of the Tyler Munis Enterprise Management System, including facilitation of process improvement.

Continue the Racial Equity Cohort Team's efforts to complete the organization's first equity plan and implement employee training regarding equity.

Continue high performing organization and innovation organizational development strategies and programs in place.

Continue to lead employee engagement initiative, and PULSE program.

Evolve annual budget and community investment plan into a long-range financial plan by incorporating the strategic vision and performance measurements.

Assist City Manager with coordination of five year strategic vision process.

Continue city staff facilitation training and citizen engagement efforts.

Application and Selection Process

Qualified candidates should submit an application, cover letter and resume online by visiting https:\\waters-company.recruitmenthome.com.

This position is open until filled. First review of applications will occur starting August 5, 2016.

For more information, please contact Sharon Klumpp at sklumpp@waters-company.com or (651) 223-3053.