The City of Mankato, Minnesota seeks an innovative and collaborative local government professional to lead the City of Mankato Public Utilities Department. The ideal candidate is high energy, possessing knowledge and experience with the principles of a high performing organization, fostering employee engagement and driving local government innovation.

The Director of Public Utilities is responsible for leading and directing all planning, administrative, operational, and budget activities of the Public Utilities Department, under the general direction of the City Manager. The position is responsible for a staff of 30 employees, an annual operating budget of $12 million and a $2 million annual capital replacement fund. The Director oversees the day-to-day operations of the wastewater treatment plant, water treatment plant, customer service for stormwater and street light utilities, and the refuse and recycling contract.

The successful candidate will be committed to the principles of servant leadership and is expected to work collaboratively with other members of the senior management team and six wastewater customer communities with a focus on intergovernmental collaboration.
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 rich region of the Midwest. Mankato has earned several livability awards, making it an excellent place to work, play, live and 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-Mankato is also host to the Minnesota Vikings training camp.
Our Government

Mankato operates 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. There are five standing advisory boards and commissions that provide an opportunity for citizen involvement in the city’s affairs.

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.

The Public Utilities Department is one of seven major department groups of the City.

**Administration:** Administrative departments include the City Manager’s Office, Finance, Information Technology, and Public Information/311 Customer Service. In addition, the City of Mankato has a partnership in place with Blue Earth County for City Attorney services. The focus of the Administrative departments is assuring resilient service delivery and process improvement.

**Community Development:** Community Development is responsible for planning/zoning, 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).

**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.

**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 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—Mankato aviation program.

**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.
Our Public Utilities Department

Public Utilities: Public Utilities includes water treatment, wastewater treatment, water reclamation, refuse and recycling, along with organics recycling, and customer service billing administration of public utilities, stormwater, and street lighting. The Public Utilities management team is comprised of four supervisors and one administrative assistant. The Director is responsible for a staff of 30 employees, an annual operating budget of $12 million and a $2 million annual capital replacement fund.

The Mankato Regional Water Reclamation Plant, the City’s wastewater treatment plant (WWTP), is a Class A facility with activated sludge and tertiary water reclamation. The WWTP currently provides wastewater treatment services for six jurisdictions, servicing over 19,000 connections. The Plant is designed to treat an average dry weather flow of 6.0 mgd, an average wet weather flow of 11.25 mgd, a peak hourly wet weather flow of 36.0 mgd, and a peak instantaneous wet weather flow of 42 mgd. The WWTP features a modern tertiary water reclamation facility which produces effluent meeting California Title 22 standards. Pre-date conversations with the Minnesota Pollution Control Agency have indicated that the new NPDES permit will include River Eutrophication Standards to the Plant’s effluent phosphorus limits. The WWTP has on-site biosolids storage and is a member of the National Biosolids Partnership.

Mankato’s Water Treatment Plant (WTP) is a 7.0 mgd surface water lime softening facility with supplemental ground water. The City draws its drinking water from four main wells, one seasonal well, and one emergency well. The WTP services 12 million gallons daily with ultra membrane filtration. The WTP was upgraded in 2008, expanding the total capacity to 12.0 mgd. The City has 10.5 million gallons of water in storage capacity located throughout the city in five ground reservoirs and two elevated towers.

Mankato provides refuse and recycling hauling services to single family dwellings and duplexes through a contract hauler. Organics recycling is provided to residents through a drop off site and from there are transported to a composting facility.

The Public Works Department oversees the maintenance of public stormwater and sewer infrastructure, working closely with the Public Utilities Department.
The Director of Public Utilities

The Director of Public Utilities provides leadership and oversees the day-to-day operations of the City’s Public Utilities Department, including:

- Under general direction of the City Manager, oversees the planning, administrative, operational and budget activities of the Public Utilities Department.

- Oversees the direct supervision, through department supervisors, of the day-to-day operations of the Wastewater Treatment Plant, the Water Treatment Plant, customer service for stormwater and street lights, and the refuse and recycling contract.

- Leads intergovernmental collaboration efforts with wastewater treatment of six customer communities.

- Works collaboratively with the Public Works Department on water, sewer, stormwater, and street light infrastructure maintenance.

- Assists City Manager in developing and administering annual operating and long-range capital budgets.

- Administers the refuse and recycling contract.

- Makes recommendations to adjust user fees to ensure long-term financial health of public utilities systems.

- Manages state and federal regulatory compliance programs, activities, and reporting.

- Provides leadership and direction in the development and implementation of short- and long-range plans.

- Assists the City Manager in collaborating with departments to develop and implement work plans for the Public Utilities Department 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; and prepares information or special reports in response to requests.
EDUCATION AND EXPERIENCE

Educational requirements include a Bachelor’s degree in business administration, public administration, engineering or related field; and a minimum of five years of responsible administrative experience in public utilities operations.

Preferred qualifications include master’s degree in business administration, public administration, utilities, or related field; eight years of responsible administrative experience in public utilities operations; Class A Water/Wastewater Treatment Facility certifications or ability to obtain; and/or participation in a senior leadership continuing education program.

Candidates should be a proven leader in municipal government who are open, honest, of strong moral character, promote transparency and have 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 insurance and benefits package.

Position Challenges and Initiatives

Fully transition utility billing to the Tyler-Munis Enterprise Management System, including facilitation of process improvement.

Complete and lead implementation of the Wastewater Treatment Plant facilities plan.

Examine uniform rate structure for wastewater treatment service for the six customer communities.

Complete and implement new NDPES permit standards for the Wastewater Treatment Plant.

Develop long-term refuse, recycling, and organics recycling strategy.

Expand organics waste recycling program.

Lead regional water quality initiative, including addressing inflow and infiltration in six customer communities.

Develop leadership plan for operations supervisors and managers of Public Utilities Department.

Foster a culture of leadership and innovation within the department and organization.

Collaborates with senior management team on implementing strategic goals and initiatives of the City.

Manages $2 million annual capital budget for asset preservation projects.