THE COMMUNITY
The City of Orono is a picturesque community of 7,437 located on the northern shore of Lake Minnetonka about 15 miles west of Minneapolis via I-394 and US Highway 12. Lake Minnetonka, the tenth largest and most heavily used recreational lake in Minnesota, is a dominant feature of the community. Nearly 40 percent of the lake’s shoreline and 33 percent of its area are within Orono’s corporate limits. Orono has an area of 24.5 square miles; half of the community is open water or wetlands.

First established as Orono Township, the area was named by Major George Brackett, a native of Orono, Maine, who first used the name to designate the area now known as Brackett’s Point. Current day Orono was incorporated in 1955 encompassing parts of the original township, including the settlements of Navarre, Crystal Bay, Orono and Bederwood (Stubbs Bay). It completely surrounds the City of Long Lake.

Orono has developed as a residential community with a small commercial district as a result of Lake Minnetonka’s aesthetic appeal, together with its proximity to the Minneapolis-St. Paul urban core. Continued growth is expected over the next ten years due to the community’s positive appeal and available land; two large subdivisions are currently under development. Orono has developed cooperative relationships with many of the West Hennepin communities, including those that border Lake Minnetonka to provide efficient and cost-effective shared municipal services.


From beaches and natural areas to regional and city parks and trails, Orono residents enjoy year-round recreational activities. The City also operates a nine-hole golf course.

Orono’s Philosophy
Protect and preserve Lake Minnetonka, its water quality, and its recreational assets.
Protect and preserve our many natural resources and open spaces.
Preserve our distinct urban and rural land use patterns and lifestyles.
Preserve our local character and identity.
**THE ORGANIZATION**

The City of Orono operates as a Plan A statutory city with a weak mayor-council form of government. The City Council consists of a mayor elected to a two-year term and four council members elected to overlapping four-year terms. The City Council exercises legislative authority, adopts the annual budget and tax levy, and determines all matters of policy. Elections are held in even-numbered years.

The City Administrator serves as the chief administrative officer and is responsible for the proper administering of all affairs relating to the City. The City Administrator is appointed by and serves at the pleasure of the City Council.

The City of Orono provides a full range of municipal services, including police and fire services, street maintenance, building inspection, planning and zoning, public improvements, general administrative services, and public water and sewer utilities. The City also operates a nine-hole municipal golf course.

Orono is proud of its strong financial position as reflected in its Aaa credit rating, which has been in effect for all bonds issued since 2006. With a strong residential tax base and conservative fiscal philosophy, the City consistently has one of the lowest tax capacity rates in Hennepin County.

Its 2017 adopted General Fund budget is $7.9 million. The City also has three enterprise funds providing water, sewer and storm water operations with combined revenues of $2.3 million.

The City currently has 49 full-time, 5 part-time, and 13 seasonal employees. Police department employees are represented by two bargaining units. Fire services, building inspections, and assessing are contracted.

**THE POSITION**

The City Administrator advises the City Council on the policies, affairs, financial conditions, governmental requirements, and other needs of the City. The position is responsible for carrying out all Council policies and directives, managing the budget, and representing the City in intergovernmental matters. The position supervises four department heads: the Police Chief, Community Development Director, Finance Director and the Public Works Director/City Engineer.

Major responsibilities of the position include:

- Provides options and recommendations on City matters to the City Council and ensures that policies and directives adopted by the City Council are implemented.
- Supports the Council in identifying and articulating the vision and values of the City organization.
- Provides, and sets the example for, excellent customer service.
- Develops long and short-range objectives consistent with the City’s mission and strategic goals.
- Provides leadership, oversight, and coordination in developing, implementing, and administering the comprehensive plan as well as long-range capital and financial plans.
- Coordinates, develops, and presents a proposed annual budget and tax levy to the City Council; monitors and oversees administration of the adopted budget.
- Develops policies and procedures to achieve organization objectives effectively and efficiently.
- Oversees, coordinates, and reviews municipal operations, including staff supervision.
- Administers the City’s human resource programs; makes personnel recommendations to the City Council; and ensures that employees receive an annual performance evaluation.
- Participates in union negotiations.
- Fosters healthy working relationships between Council, staff, consultants, the public, and community partners.
- Coordinates with other governmental agencies to advance City goals, facilitate effective project management, and maximize prudent use of fiscal resources.
- Facilitates intergovernmental cooperation with neighboring communities and other government and non-profit partners to promote shared services and other cooperative ventures.
- Represents the City at public meetings or gatherings and presents a positive and professional image.
- Receives and handles citizen complaints and responds to citizen requests and concerns.
LEADERSHIP OPPORTUNITIES

Assess City Operations. The City Administrator will become familiar with and review all municipal operations and staffing levels. This review will promote interdepartmental cooperation, examine best practices, and identify possible opportunities to outsource or share services.

Resource Allocation. The City Administrator will work with City departments to develop a proposed budget that allocates City resources to Council priorities and establishes performance measurements.

Review Codes and Ordinances. Codes and ordinances, particularly those related to zoning, are cumbersome and difficult to interpret. The City Administrator will develop a process and timeline to modernize, simplify, and streamline the codes.

Capital improvement Planning. The City Administrator will develop a long-range capital improvement plan for streets and parks and identify sustainable funding sources and maximize the City's investment in infrastructure.

Planning for Navarre. Redevelopment plans are in the formative stage for the area of Orono known as Navarre. This distinctive character of this shoreline district has the potential to be a destination for residents and visitors alike. The City Administrator will provide guidance to support and facilitate these planning efforts.

Customer Service Focus. The City Administrator will set a friendly, customer service tone for the organization and communicate clear expectations for staff to provide high quality services to Orono residents.

Increase Communications with Residents. The City Administrator will promote opportunities to increase communications with residents, by updating the website and using social media.

DESIRED CAPABILITIES

- Results-oriented leader with a strong customer focus
- Proactive, decisive and intentional
- Pragmatic, adaptable and receptive to change
- Fiscally conservative and budget-conscious
- Well-organized, works on multiple priorities and stays on top of operations
- Open, honest, and direct; communicates effectively
- Approachable, works well with others and treats them with respect
- Cooperative and collaborative
- Outgoing, gets involved in the community and stops by local businesses
- Accessible to the City Council and responsive to requests for information
- Analytical and resourceful, a good problem-solver
- Sets a positive, friendly tone in City Hall; promotes providing high quality services to residents
- Understands the vision and sees the big picture
- Engages the City Council; frames issues in a way that stimulates policy deliberations
- Navigates the political environment without taking sides
- Gives clear direction and holds staff accountable

POSITION REQUIREMENTS

The position requires a Bachelor's Degree in Public or Business Administration or a related field and five years of progressively responsible experience in a public management position working with elected officials or in a comparable organization. Master’s Degree in Public or Business Administration desired. Previous city experience and ICMA credentialed manager preferred. Must have excellent interpersonal and communication skills. Qualified candidates will have experience dealing with public operational issues, shared municipal services, budgeting, short- and long-term financial planning, human resources administration, and comprehensive planning.
COMPENSATION AND BENEFITS
Starting salary range is $99,500 - $112,392 depending on qualifications. Competitive benefits package available.

APPLICATION AND SELECTION PROCESS
Qualified candidates please submit your cover letter and resume online: https://waters-company.recruitmenthome.com/.

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than March 28, 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).

For more information about the City, please see their website at: http://www.ci.orono.mn.us/

The City of Orono is an Equal Opportunity Employer.