About Rochester, Minnesota

Located in southeastern Minnesota along the south fork of the Zumbro River, the City of Rochester (est. pop. of 112,225) encompasses a 55-square mile area, featuring an urban skyline at its core and farm fields at its edges. Consistently recognized as one of the most livable cities in the United States, the City of Rochester was ranked nationally as “Best Place to Live” by Livability.com in 2016.

The third largest city in Minnesota, Rochester is home to the world-renowned Mayo Clinic and serves as host to 3 million visitors each year, many of them receiving care at the Mayo Clinic. As the Destination Medical Center master plan is implemented over the next 20 years, the City projects that its population will top 160,000 and that more than 35,000 new jobs will be generated, furthering Rochester’s position as an economic engine for the tri-state area.

Rochester is approximately 85 miles south of Minneapolis-Saint Paul, accessible by U.S. Highway 52. Air travel is available at the Rochester International Airport, a non-hub primary airport located seven miles south of downtown Rochester, and at the Minneapolis-Saint Paul International Airport, located 77 miles away.

The City of Rochester values diversity, partnerships, and an exceptional quality of life reflected in its recreation services, the arts, and education. It has more than 3,500 acres of park land and more than 85 miles of paved, interconnected walking and biking trails.

Rochester Public Schools enroll 16,300 students in 23 public primary and secondary schools. Multiple private school options are also available. Rochester Community and Technical College is the oldest community college in Minnesota offering a variety of associate degrees in the arts, science and applied science. Branches of Augsburg College, College of St. Scholastica, Winona State University, and St. Mary's University are also in Rochester. Higher education opportunities are also available through the University of Minnesota-Rochester, devoted to the health sciences, and the Mayo Medical School and Mayo Graduate School.
THE CITY OF ROCHESTER GOVERNMENT
The City of Rochester is governed under a charter adopted in 1904. Policy-making and legislative authority are vested in the City Council, consisting of the Mayor, the Council President and six City Council members. The City Council is responsible, among other things, for enacting ordinances, adopting the budget, appointing committees, and hiring both the City Administrator and the City Attorney. The charter designates the Mayor as the chief executive officer of the City with general supervision of all departments; however, the City Administrator has been responsible for directing department operations for the last 40 years.

All members of the City Council are elected in even years, on a non-partisan basis, to four-year staggered terms. Six of the City Council members are elected by ward. The Mayor and Council President are elected at large.

Rochester provides a full range of services including police and fire protection; construction and maintenance of streets and infrastructure; recreational facilities, library and cultural events; water, sewer, electric, storm water management, public parking, mass transit and airport services. Rochester Public Utilities, Parks and Recreation, the Mayo Civic Center, and the Library work with boards appointed by the Mayor and approved by the City Council to provide operational oversight.

The City has embarked on a long-term development initiative to secure Rochester’s status as a global destination medical center. In partnership with Olmsted County, and the State of Minnesota, the City is a major player in the Destination Medical Center (DMC) Corporation/Economic Development Agency (EDA), charged with the development and execution of a strategic business plan that addresses land use, transportation, infrastructure, business development, marketing and operational strategies associated with a 20-year, $6 billion investment in the DMC. Development projects scheduled in the next two years alone are estimated to have a value of over $700 million.

Rochester is an active participant in national and state legislative issues and in organizations including the National League of Cities, the U.S. Conference of Mayors, the League of Minnesota Cities, and the Coalition of Greater Minnesota Cities.

The City of Rochester has consistently maintained a AAA credit rating from Standard and Poors, reflecting its strong overall budget position, financial management, and reserve funds.

The City Administrator
The City Administrator position requires a bachelor’s degree with major emphasis in government and /or business and ten years of progressive leadership experience in a municipal or municipally-related governmental administrative capacity. A master’s degree in public administration, or a closely related field, is desired. Relevant experience important to this position includes:

- Familiarity with general and large-scale developments and an understanding of associated funding sources and internal financing;
- Expertise in dealing with issues related to growth, including long-range operational forecasting and planning for infrastructure and public facilities improvements;
- Proficiency in budgeting and long-range financial planning to ensure that City Council priorities are reflected in annual and long-range operating and capital budgets;
- Capability to guide organizations through major change;
- Skill in collaborating within the organization and in partnering with other units of government;
- Familiarity with intergovernmental and legislative processes;
- Knowledgeable on best practices in planning for growth and economic development;
- Strategic planning experience;
- Proven capacity to lead an experienced department head team; and
- Understanding of the dynamics involved with leading an engaged workforce.
THE POSITION

This outstanding professional opportunity is available because of the recently announced retirement of Stevan Kvenvold, who has held this position for over 38 years. The City Administrator is responsible for providing strategic leadership and direction for the overall City operation, carrying out the policies and ordinances of the City Council, and coordinating the administrative functions and operations of various City departments. The position oversees an organization-wide budget of $236.5 million and a staff of approximately 850. The City Administrator directly supervises eight department heads and an assistant city administrator and works in cooperation with department heads who report to a board or commission.

Other major responsibilities include:

- In collaboration with the City Council and Mayor, the City Administrator provides leadership and direction for strategic planning purposes. This includes development and implementation of short-and long-term goals, communication of the strategic plan to the Council and City employees as well as ownership of key outcomes.

- Working under the direction of the Council, the City Administrator develops and recommends policies, procedures, goals and objectives vital to efficient and effective operations, which are in line with the strategic plan.

- Oversees and provides suggestions and recommendations related to City involvement in the DMC.

- Builds and maintains effective relationships with the citizens, key stakeholders, Council members, department heads and employees; is politically adept in representing the City in civic affairs, state and national organizations, and legislative initiatives.

- In conjunction with the Mayor, Council and department heads, recommends organizational financial guidelines and recommends the City’s annual budget to the Mayor and City Council. Responsible for overseeing the preparation of operating and capital improvement budgets.

- Responsible for the overall effective operation of the City organization.

- Makes hiring recommendations for City department heads and serves as the executive leader of the department head team.

- Attends all meetings of the City Council to report or discuss matters concerning City government activities; and

- Performs duties as requested by the Mayor and City Council, including but not limited to representing the interests of the City before various organizations, agencies, partnerships, and collaboratives.

LEADERSHIP OPPORTUNITIES

Managing growth and organizational growth. The City Administrator will provide strategic leadership in planning for and responding to rapid growth in Rochester’s business community and neighborhoods. The City Administrator will cultivate a vision that sets Rochester apart from other communities to attract individuals, families and members of the community’s future workforce. The City Administrator will provide oversight in planning for the City’s physical growth and transportation needs ensuring the City’s capacity to meet increased operational demands.

Strategic finance management. The City Administrator will implement a multi-year budget process that takes a long-term view of priorities and finite resources. Developing a sustainable approach to financing infrastructure repairs and replacement and identifying non-tax revenue sources are important long-term budgetary considerations.

City Council support. Establishing credibility and trust with the City Council is the bedrock of a successful City Council-City Administrator relationship. The City Administrator will spend time getting to know the Mayor and City Council members and understanding shared expectations. The City Administrator will help the City Council become unified and as warranted, identify opportunities to study and review governance policies.

First Class City, First Class Service. The City Administrator will have a unique opportunity to build upon the organizational culture of First Class City, First Class Service by inspiring, motivating, and empowering employees at all levels of the organization to provide excellent customer service. The City Administrator will set an organizational tone that encourages innovation and tolerates an acceptable level of risk. The administrator will lead in a manner that acknowledges the ongoing, evolutionary changes occurring in the workplace and take action to promote an engaged work environment that will result in strong organizational performance.

Effective communication. With the increased visibility of DMC planning efforts and the growing complexity of the City organization, the role of the City Administrator as an effective communicator takes on new significance. Internal communication with employees and regular communication and outreach to citizens, the business community, and other stakeholders, including media, will be important in building relationships and sharing information about services, activities, and issues.

Assesses overall municipal operations. The City Administrator will bring a fresh perspective to the City of Rochester. As the City Administrator becomes familiar with municipal operations, s/he will engage department heads in discussions about opportunities and challenges in their departments, ideas to achieve systematic efficiencies, and the capacity of technology improvements to streamline operations.

Succession planning. The City has a dedicated and talented management team in place, many of whom have enjoyed long tenures working for the City of Rochester. Working with the management team, the City Administrator will plan for leadership transitions and participate in discussions about the competencies and skills that would benefit future leaders and strategies to train, develop, and retain current employees. With the increasing diversity of the community, the City Administrator will actively support actions that demonstrate inclusivity in hiring.
COMPENSATION AND BENEFITS
The 2017 pay range established for the City Administrator position is $152,852 to $218,360. In compliance with the Minnesota statutory salary cap, compensation paid above $173,355 occurs in the form of deferred vacation pay which is received when the employee leaves employment. The City also offers competitive benefits and a relocation package.

APPLICATION AND SELECTION PROCESS
Qualified candidates: please submit your cover letter and resume online at https://waters-company.recruitmenthome.com. This position is open until filled; however, interested applicants are strongly encouraged to apply no later than April 28, 2017. 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 Rochester is an Equal Opportunity Employer.

For more information about the City, please see their website at: http://www.rochestermn.gov/

DESIRED CAPABILITIES
- Forward thinking leader with a vision and fresh perspective; looks beyond the status quo
- Catalyst and change agent, creates a sense of urgency to get things done and promotes collective problem-solving and action
- Outstanding people leadership skills, effectively coaches and counsels others; provides feedback and takes an interest in the development of future leaders
- Supports creativity and innovation; encourages process improvements and technologies that create new efficiencies
- Creates and maintains effective partnerships internally and externally; adept at building consensus but understands when to make a decision
- Skilled negotiator with the best interests of the City at heart and the ability to create win-win solutions
- Accessible to the Mayor and City Council, engages the City Council in policy-making, especially policies related to the City's projected growth and development
- Dedicated to public service; demonstrates integrity, strong ethics, and humility; builds credibility and earns the respect of others
- Self-assured and confident, has the ability to stand his/her ground and to say no
- Builds bridges between the City Council and staff, ensures an alignment of policy and implementation
- Focused on results; does not get caught up in politics or allow small issues to blow past big long-term problems
- Displays a collaborative management style and team-building approach that taps into collective abilities of the department head team; values every department as contributing to the City's quality of life
- Holds departments accountable but does not micromanage operations
- Open-minded and fair; reliable, dependable and accountable
- Will make a long-term commitment to the community and not treat it as a stepping stone
- Understands how to coach, develop, and effectively lead people to ensure a strong organizational culture of employee engagement