

The City of **ARLINGTON**

POSITION

City Administrator

LOCATION

City of Arlington, Minnesota

POPULATION

2,211

SALARY RANGE

\$70,000 to \$90,000

COMMUNITY INFORMATION

The City of Arlington, Minnesota, is located in Sibley County approximately 50 miles southwest of the Twin Cities Metropolitan Area. Arlington is a welcoming community composed of fine schools and medical facilities, five beautiful parks, and an active Main Street. The City is recognized by a baseball water tower which represents the winning of five state amateur baseball championships and two state high school baseball championships.

Arlington's rural setting, friendly neighborhoods, and its proximity to the Twin Cities are community assets that have aided its growth. A number of new housing developments exist, and several residential subdivisions have been constructed within the past 12 years. Currently, there are 2,211 residents of the City.



ECONOMIC VITALITY

Arlington is poised for economic growth with a 22-acre Industrial Park on a rail line and an active Economic Development Authority and Chamber of Commerce. There are over 50 retail and commercial enterprises in the downtown area.



EDUCATION

Sibley East Independent School District #2310 serves students in the Cities of Arlington, Gaylord, and Green Isle. The student population is approximately 1,200, and the District is extremely proud of its very well mannered, diverse student body. The City of Arlington is home to an elementary school and a high school, but with new additions and remodeling taking place to the current high school, the new building will also feature a middle school. It is set to open for the 2017-18 school year.

Many partnerships between the school, businesses, community, and the City and County governments allow Sibley East Schools to provide extensive programs in the areas of agricultural education, health occupations, community education, and alcohol and drug prevention.



HEALTHCARE

Quality healthcare in the City of Arlington is provided by Ridgeview Sibley Medical Center. This facility is a critical access hospital providing urgent care, general surgery, and 24/7 hospital and emergency services. The primary clinic is served by eight doctors and nurse practitioners.



PARKS AND RECREATION

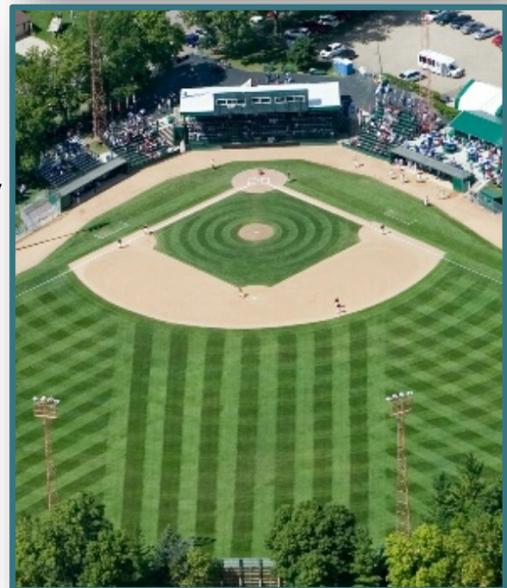
The Arlington Parks and Recreation Department maintains five community and neighborhood parks that are located throughout the City. Park amenities include athletic fields, playgrounds, tennis and basketball courts, picnic areas, a skating rink, and scenic walkways.

Memorial Park is an arboretum that provides a dramatic entry to Arlington and features the Veterans Walking Path of Honor. The Four Seasons Park accommodates sports and playgrounds and is home to the Lion's Center, a multi-functional complex that includes a community room. Frenzel Park is the City's newest park and features a children's playground with new equipment and soccer fields. Sportsman's Park is located along scenic High Island Creek and has a softball field, picnic area, and paths. High Island Creek Park is a major County recreation area used for nature outings, hiking, and horseback riding.

The Arlington A's Amateur Baseball Club plays at A's Field, a spectator's park for high school sports and amateur baseball competition. The classic outdoor field is considered to be one of the finest amateur baseball parks in Minnesota and is the site of numerous state tournaments.

The Community Center is a multi-purpose facility that houses the City Council Chambers. The 14,750 square foot center was completed in 2000 and features a stage area, seating for 500, and a fully equipped kitchen. The Center is used for community and private events.

The City of Arlington has been the home of the Sibley County Fair for more than a century with events held at the Sibley County Fairgrounds and Arlington Raceway. The Raceway, associated with the IMCA organization, draws spectators from a wide area and is the home track to national champions.



THE ORGANIZATION

The City of Arlington operates under the Home Rule Charter form of government. The City Council is composed of five City Council members and a Mayor, all elected to four year terms. The City Administrator is appointed by the City Council and is responsible for administration of City affairs.

Various Boards and Commissions report to the City Council, and Council members serve on committees representing streets, public buildings, utilities/fire/ambulance, bonds and insurance, wastewater, employee relations, firefighter relief, hospital, parks, Minnesota Municipal Power Association, cable TV, SEDCO (Sibley County Economic Development Commission), library, and citizen committees involving planning and zoning, police, and economic development.

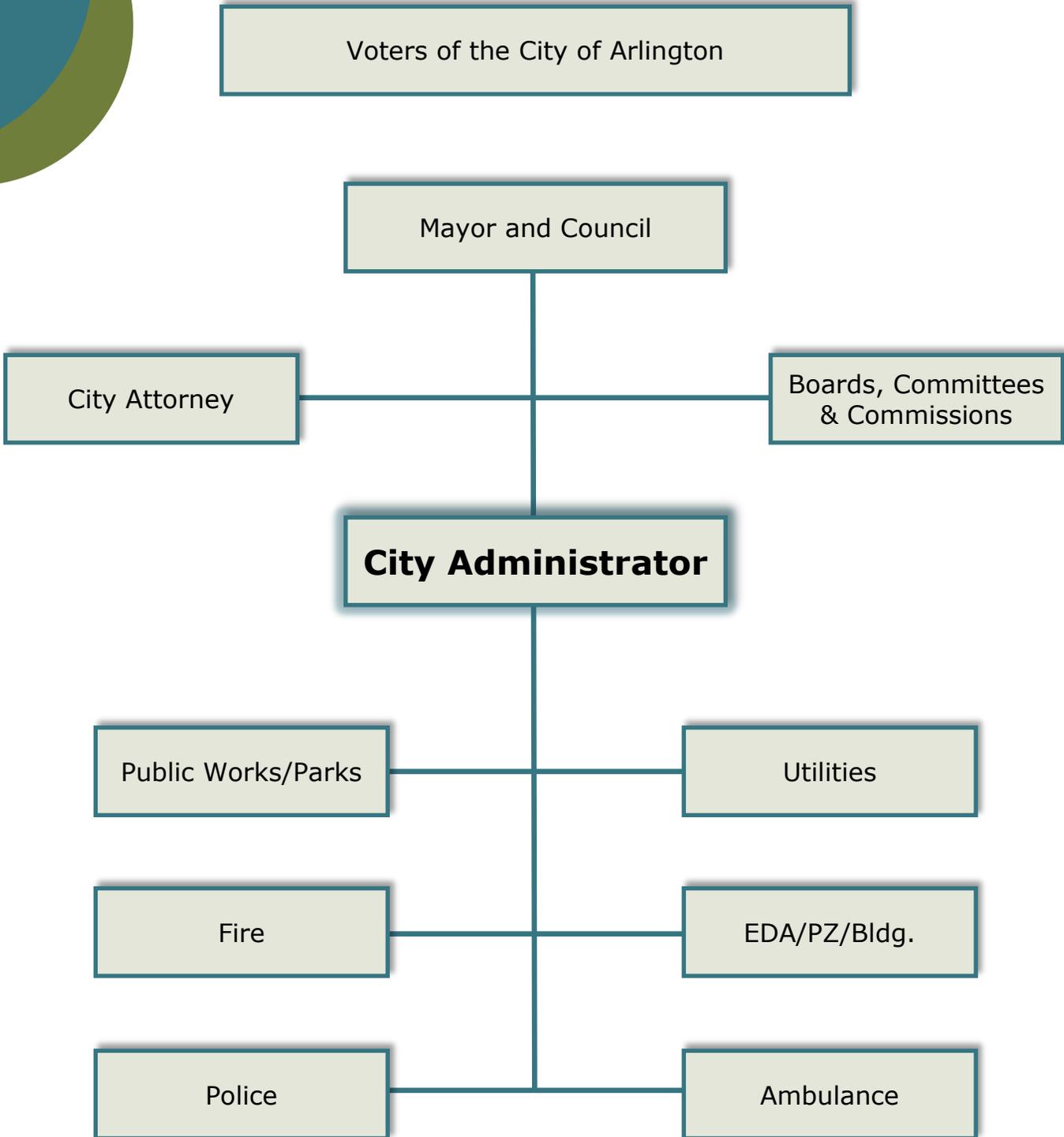
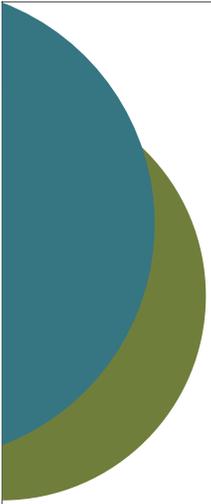
Police protection is provided by officers serving the community including a Police Chief, two full-time officers, and an Administrative Coordinator. The Arlington Fire Department is comprised of 26 members and provides mutual aid to surrounding communities. The Arlington Ambulance Service serves the Cities of Arlington and Green Isle as well as seven townships.

The Arlington Electric Utility is municipally-owned and operated as a function of the City utility department.

The City of Arlington is a Tree City USA community and a GreenStep City.



ORGANIZATIONAL CHART



BUDGET INFORMATION

	2016	2017
Summary of General Fund		
Council	44,569	44,774
Administrative Office	253,906	241,572
Elections	2,905	0
Assessing	10,800	10,930
Law/Legal Services	10,119	9,628
Planning and Zoning	42,610	45,170
General Government Buildings/Plant	14,246	11,835
Police Administration	292,927	289,828
Fire Stations & Buildings	18,541	18,158
Civil Defense	4,833	1,812
Animal Control	442	585
Public Works & Streets	267,361	263,537
Street Lighting	11,000	11,800
Health Services	0	0
Park Areas & Recreation	64,699	63,370
Libraries	38,885	39,988
Economic Development	14,660	21,184
Miscellaneous	336,802	367,275
Total Expenditures	1,429,305	1,441,444

ADMINISTRATOR CORE DUTIES

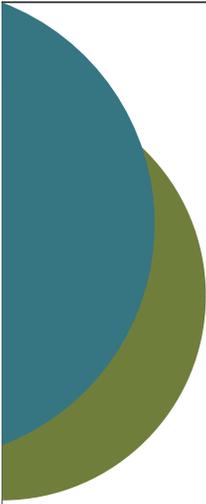
- Administer personnel and human resource functions including staffing levels and duties, performance evaluation, promotion, discipline, and compensation plans.
- Ensure all City laws, ordinances, resolutions, rules, and the City Charter are enforced and make recommendations for changes or additions to ordinances, resolutions, and the City Charter when necessary.
- Represent the City in local, regional, state, and federal activities of concern to the community.
- Act as custodian of the City Seal and records, sign all official papers, and post and publish such notices, ordinances, and resolutions as may be required.
- Manage and invest City funds in accordance with City Council guidelines and sound financial practices. Oversee and manage financial accounting matters.
- Supervise the activities of all municipal department heads and personnel of the City and the administration of municipal policy with authority to effectively recommend their employment or removal. Handle all personnel matters for the City in conjunction with the policy established by the City Council.
- Be responsible for factual determination and execution of Council policies.
- Be responsible for the general oversight of the community center, cemetery, and library.
- Make purchases, subject to approval of the City Council.
- Oversee long and short term departmental planning.
- Prepare, revise, design, and produce content of the City's newsletter and social media accounts.
- Organize and direct work load.



ADMINISTRATOR CORE DUTIES

- Report to the Council and general public.
- Attend and participate in all meetings of the City Council; prepare agenda, and recommend such measures as he or she deems necessary for the welfare of the citizens and the efficient administration of the City.
- Prepare the annual fiscal budget, capital improvement plan, and report the budget status and administrative status on a regular bases to the Council; submit reports to the Council on the financial condition of the municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- Coordinate municipal programs and activities.
- Work in cooperation with the City Council's appointed Attorney, Engineer, Water & Wastewater Operator, Auditor, Building Inspector, Planning & Zoning/EDA Consultant, and Financial Advisor.
- Prepare news releases and develop and discuss public relations.
- Be informed regarding federal, state, and county programs which affect the City. Consult with officials of both public and private agencies as required.
- Inform the City Council in matters dealing with administration of the City, and prepare, submit, and update the City Council for adoption of administrative code encompassing the details of administrative procedures.
- Serve as a Board member of the Minnesota Municipal Power Agency (MMPA) and represent the City at MMPA meetings and activities.
- Perform such other duties as may be prescribed by law or required of him or her by ordinance or resolutions adopted by the City Council.





COMMUNITY HIGHLIGHTS

- Great City Council
- Hospital
- Very clean and well kept
- Variety of Churches
- Available Residential Building Lots
- 30 minutes from Mankato and Eden Prairie
- Fine Schools
- Arli-Dazzle Event
- Race Track
- Vibrant Downtown
- Excellent Staff
- Great Parks

ADMINISTRATOR ATTRIBUTES

- Understand how effective teams operate and be a good team player.
- Value community engagement.
- Be knowledgeable and involved in City operations but not a micro manager.
- Be a trusting and attentive leader.
- Be open and available to staff, Council, and community members.
- Be an effective communicator, verbally and in writing.
- Have an interest in trying new ways of doing things.
- Have well developed financial management aptitude.
- Have the ability to manage positively and intervene in situations that require attention.
- Be calm and professional in all situations.
- Have a sense of humor.
- Be self-motivated, respectful, and civil.

ADMINISTRATOR GOALS

- Help the Council develop recruitment and retention strategies for continuing to build the City workforce.
- Help implement strategies for continued enhancement of communication methodologies with the public.
- Develop relationships with community groups and organizations.
- Help the Council continue to address long term needs in law enforcement.
- After a period of transition, assist the Council in developing a process to implement a strategic plan for the organization.
- Develop and implement strategies for improving business development.

POSITION ANNOUNCEMENT

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City Administrator

LOCATION

City of Arlington, Minnesota

SALARY RANGE

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The City of Arlington, Minnesota, a progressive community, centrally located between the Twin Cities, Mankato, and Hutchinson, is seeking to fill the position of City Administrator.

Minimum qualifications for the position include a bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or related field, and three plus years of related public management experience. Qualified candidates should have experience in budgeting, economic development, public utilities, and must possess a valid Minnesota driver's license.

The position profile is available at: <https://www.daviddrown.com/active-job-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/14834-arlington-city-administrator/37704-application-form/en>, and complete the application process by August 17, 2017. Finalists will be selected by the City Council on September 5, 2017, and final interviews are scheduled for September 25 & 26, 2017.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



DDA

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a David Drown Associates Company

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