

**Falcon Heights City Council Workshop**

**City Hall  
2077 W Larpenteur Ave.  
6:30 p.m.**

**AGENDA  
Wednesday, October 26, 2011**

**To immediately follow the council meeting**

**1) City Administrator Search Process**

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 26, 2011
<b>Agenda Item</b>	Workshop 1
<b>Attachment</b>	Draft Position Profile Job Description Salary Comparisons
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	City Administrator Search Process
<b>Description</b>	<p>With an upcoming vacancy in the city administrator position, the city council needs to determine what kind of process to use in filling this position. Some options include:</p> <ul style="list-style-type: none"> <li>• Hire search firm to conduct process (probably 6-12 week process, approximately \$15,000)</li> <li>• Conduct search entirely in-house</li> <li>• Contact League of Minnesota Cities for list of people willing to serve as interim administrator</li> <li>• Name existing staff as acting administrator</li> </ul> <p>The last time a vacancy occurred (2006) the following process was used:</p> <ul style="list-style-type: none"> <li>• Applicants initially screened by Little Canada City Administrator Joel Hanson</li> <li>• First interviews held with Mayor Sue Gehrz and City Administrator Heather Worthington (12 candidates)</li> <li>• Second interviews held with community panel (made up of city commission representatives and two city council members) and a staff panel (five candidates)</li> <li>• Finalists (two candidates) went through a personality assessment with Personnel Decisions International (PDI)</li> <li>• Final interview with entire city council</li> </ul> <p>A draft position profile and process timeline are attached to this report. Holiday schedules will create some timing problems, but the process could probably be completed so that a new administrator could be in place by the end of January.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Draft Position Profile Job Description Salary Comparisons

<b>Action(s) Requested</b>	Staff will prepare search process plans after receiving input from the city council.
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## City of Falcon Heights City Administrator Position Profile

### **The Community**

The City of Falcon Heights is a first-ring suburb bordering St. Paul and Roseville and is conveniently located within close proximity to both major downtown areas in the Twin Cities. Within the city's borders are the Minnesota State Fairgrounds, home to the Minnesota State Fair, and the University of Minnesota's St. Paul campus. The area not occupied by these large institutions mainly consists of residential neighborhoods, but the city's proximity to the University of Minnesota, Hamline University, Northwestern College, as well as easy to access transit lines, provides for a significant apartment and student population. The city's commercial base is mostly located at the busy intersection of Snelling and Larpenteur Avenues.

### **The Organization**

The City of Falcon Heights operates under the Plan A form of government and is comprised of a mayor and four city council members, all of whom are elected at-large in staggered elections. The city administrator is tasked with managing the day-to-day operations of the city. The staff includes seven full-time employees, a part-time office assistant and fire marshal, and twenty paid-on-call firefighters. Police protection is provided through a contract with the City of St. Anthony Village.

The City of Falcon Heights proudly provides service to its residents through with internal staff as well as a number of contracts with neighboring jurisdictions. A sample of these agreements include:

- Police (City of St. Anthony Village)
- Engineering and Information Technology (City of Roseville)
- Snowplowing and Elections (Ramsey County)
- Building Inspections (Shared employee with City of Little Canada)

Similarly, the City of Falcon Heights provides fire response service and parks and recreation programming to the neighboring city of Lauderdale.

The City has a 2011 general fund budget of \$1.6 million, with enterprise and special revenue budgets approaching another \$1 million. City facilities include city hall, two park shelters, and four parks (three of which are either leased from the University of Minnesota or shared with School District 623).

Advising the city council on issues within the community are the following city commissions:

- Planning Commission
- Parks and Recreation Commission
- Environment Commission
- Human Rights Commission
- Neighborhood Commission

Important issues/initiatives facing the City of Falcon Heights include:

- Ongoing budget pressures due to decreasing state aids
- Environmental projects, including remaining a leader in the GreenStep Cities program
- Potential redevelopment opportunities
- Maintaining relationships with University of Minnesota and the Minnesota State Fair
- Continued infrastructure investment needs

### **Position Announcement**

The City of Falcon Heights (population 5,321) is seeking applicants for its next city administrator. Qualified candidates shall have earned a bachelors degree, preferably in business or public administration or equivalent. Masters degree in public administration or equivalent field preferred. Must possess at least three years progressive public administration experience holding responsible professional local management positions. Municipal experience preferred, ideally in areas of budgeting, contract management and community relations. Salary range: \$85,000 - \$95,000 with competitive benefits. Submit a letter of interest and resume by 4:30 pm on November 18<sup>th</sup> to:

City of Falcon Heights  
City Administrator Search Process  
2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113

Questions should be directed to Justin Miller at [justin.miller@falconheights.org](mailto:justin.miller@falconheights.org) or (651) 792-7611.

Tentative Timeline:

November 18, 2011

Early December, 2011

Late December, 2011

January/February 2012

Deadline for Applications

First Interviews

Finalists Identified/Final Interviews

Anticipated State Date

**CITY OF FALCON HEIGHTS  
POSITION DESCRIPTION**

**POSITION CLASSIFICATION TITLE:** City Administrator

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** City Council  
Staff Department Heads

**SUPERVISES:** Assistant to the City Administrator  
Finance Director  
Parks and Public Works Director  
Planning and Zoning Director

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**JOB SUMMARY**

Plan and direct the administration of City functions as delegated by the City Council under the Plan A form of government to ensure efficient municipal services and development in line with Council objectives.

Operates with considerable discretion in administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policies, staffing, budgeting, etc. where Council action is required.

**ESSENTIAL JOB FUNCTIONS**

1. Assist Department Heads in planning and coordinating their Department activities. Follow-up to ensure effective service to the public and efficient conducting of all municipal affairs.
2. Ensure the development of an effective municipal organization. Includes recommending changes in organization structure as appropriate, working with Department Heads to ensure effective job design and utilization of employees.
3. Ensure effective management and use of City assets and resources.
4. Ensure effective management of financial assets through work with the Finance Director.
5. Provide professional support to the City Council. Attend meetings to report on City affairs and problems, present recommendations concerning policies and objectives, as well as specific actions, participate in discussions as appropriate, and implement Council decisions. Keep the Council fully advised of all significant matters and effectively present all items which require Council action or approval. Provide a high level of communication to the City Council at all times.

6. Ensure proper public relations. Follow-up with all departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively handled. Identify appropriate service levels to meet customers' needs. Participate in local affairs as appropriate. Consistently provide a high level of customer service.
7. Stay abreast of developments in both the public administration and organizational development fields and cooperate with other governmental units and municipalities on matters of mutual interest and benefit.
8. Administer the affairs of the City effectively and in accordance with Minnesota law.
9. Maintain effective relationships with community and governmental organizations, and other cities. Represent the City of Falcon Heights in a positive manner.
10. Stay abreast of legislative issues; specifically those affecting local government.
11. Enforce and recommend changes to ordinances and resolutions.
12. Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.
13. Effectively guide the city council and staff through the annual budget process, and communicate the city council's levy decisions.
14. Manage and oversee the city's contractual relationships.
15. Advise the Council on consultant hiring, and effectively manage the services consultants provide to the City.

### **QUALIFICATIONS**

Education: Bachelors degree, preferably in business or public administration or equivalent education. Additional training in municipal government functions desirable at the graduate level. Masters degree in Public Administration or equivalent field preferred.

Experience: Must possess at least three years progressive public administration experience holding responsible professional local management positions. Municipal experience preferred.

## **PROFESSIONAL & PERSONAL TRAITS**

- Honest, with a reputation above reproach; must have a high degree of personal integrity.
- Enjoys and excels in working with others to get things done.
- Is thoroughly familiar with the role, responsibility and functions of local government.
- Is instrumental in establishing an organization and community vision. Able to communicate the vision with the organization.
- Problem-solving and results-oriented.
- Experienced in retaining composure during extremely tense situations.
- Subscribe to a team-building approach to solving public management issues.
- Positive innovative leadership, flexible, and willing to promote individual professional achievements.
- Highly motivated and interested in excelling with the help of others. Encourages decisions to be made as close to the customer as possible.
- Firm but fair and compassionate, yet committed to improving the quality of life and the level of services afforded to every individual of the city.
- Ability to work effectively with the City Council.
- Possess charisma and the ability to speak before civic, legislative, academic, and governmental groups.
- Possess the ability to clarify and assist the Council in interpreting technical data for Council decisions.
- A servant/leader who clearly understands the difference between leading and managing people to accomplish results.
- An impassioned individual learner, who is a "learning leader" capable of leading a learning organization. Comfortable in the role of instructor.
- Has a thorough respect for the public process
- Fosters a sense of transparency and openness
- Shares knowledge freely
- Has a strong sense of collaboration
- Is articulate in verbal and written communication
- Is a creative thinker

City Administrator Salaries  
3000-10000 Population

Municipality	Population	Organization's Job Title	Actual Average	Data Entry Date
Dayton	5072	City Administrator	114,477.20	1/25/2011
St. Anthony Village	8437	City Manager	112,535.00	6/13/2011
Mound	9787	City Manager	110,729.00	6/28/2011
Circle Pines	5279	City Administrator	108,264.00	5/13/2011
Oak Park Heights	4653	Administrator	107,224.00	4/19/2010
Rogers	7497	City Administrator	103,084.80	6/13/2011
Minnetrista	6296	City Administrator	102,168.00	4/28/2010
Lake Elmo	8326	City Administrator	101,816.00	5/10/2011
Victoria	6727	City Administrator	101,618.00	5/5/2011
Wayzata	4115	City Manager	100,027.00	6/14/2011
New Prague	7081	City Administrator	99,964.80	3/15/2010
Orono	7980	City Administrator	99,226.80	7/12/2011
Corcoran	5842	Administrator Grade level 19	98,584.20	6/23/2010
Spring Lake Park	6768	Administrator/Clerk/Treasurer	97,947.20	4/26/2010
Centerville	3881	Administrator	96,565.00	4/28/2010
Carver	3024	City Administrator	96,000.00	4/21/2010
Medina	5026	City Administrator	95,784.00	5/7/2010
Shorewood	7618	City Clerk/Administrator	94,619.00	4/15/2010
Jordan	5402	Administrator	94,608.00	4/19/2010
Bayport	3379	City Administrator	92,892.80	5/12/2011
St. Paul Park	5221	City Administrator	92,664.00	4/29/2011
Falcon Heights	5762	City Administrator	89,200.00	6/2/2010
North Oaks	4720	City Administrator	86,600.00	2/18/2010
Columbus	4104	City Administrator	84,313.39	5/4/2010
Watertown	4129	City Administrator	68,644.00	4/16/2010
Rockford	4193	City Administrator	65,790.40	12/14/2009
<b>Un-aged Average</b>			<b>\$96,744.10</b>	
<b>Aged Average</b>			<b>\$97,714.00</b>	