



CITY ADMINISTRATOR ST. JOSEPH, MINNESOTA



City Administrator St. Joseph, MN



THE COMMUNITY

St. Joseph is conveniently located in central Minnesota and enjoys the amenities of the St. Cloud Metro while retaining genuine local character. St. Joseph is just 8 miles west of St. Cloud and 70 miles from the Minneapolis-St. Paul MSA. The region is rapidly growing and by virtue of available land, utilities and access to Interstate 94, St. Joseph is poised to take advantage of these opportunities with continued growth and development. St. Joseph's historic downtown offers a vibrant array of unique businesses and restaurants. The downtown has seen significant investment and commercial expansion within the past year and this growth is expected to continue.

The College of St. Benedict located in downtown St. Joseph, and St. John's University located three miles from the center of town, bring highly educated professionals and cultural opportunities to the community. The region is also served by St. Cloud Technical College and St. Cloud State University, offering more opportunities for higher education, sporting, and cultural activities.

St. Joseph is committed to providing and maintaining at least 10 acres of park land per 1,000 residents, a progressive goal at the heart of the City's Master Park and Trail Plan. The city currently maintains seventy-eight acres of park land. Sidewalks and trails link commercial and residential neighborhoods and provide a loop and access to and from the sixty-five-mile Lake Wobegon Regional Trail which traverse the city. The City of St. Joseph also participates in the St. Cloud area regional sales tax which supports continued investments in parks, trails, and recreational amenities for the participating communities.

The city is served by the St. Cloud Independent School District and is home to Kennedy Community School, a PK-8 Green Ribbon School, which honors the schools comprehensive approach to creating "green" environments through reducing environmental impact, promoting health, and ensuring a high-quality environment for students.

St. Joseph is a dynamic and growing community with an affordable and high quality of life for residents and the next city administrator.

ST. JOSEPH BY THE NUMBERS

Population: **7,342**

Median Household Income: **\$88,079**

Median Home Value: **\$167,350**

Square Miles: **9.29**

THE POSITION AND THE ORGANIZATION IN BRIEF

The city administrator is directly responsible to the mayor and city council for the operation of the city including the oversight of a \$4.8 million general fund budget with all funds totaling \$15.8 million. St. Joseph is a full-service community with the 35 full time, part time and seasonal employees in the following departments and operations: Administration, Community Development, Finance, Recreation, Police and Public Works which includes parks maintenance, water, and wastewater. Fire services are provided by paid on call employees. Select employees of the administrative staff, public works and police departments are represented by collective bargaining units.

The City Council of St. Joseph is comprised of one mayor and four council members. The mayor is elected at large for a two-year term. Council Members are elected for four-year staggered terms. The City Council is the legislative body for the city. The city administrator is appointed by the mayor and council and oversees daily operations and implementation of adopted council priorities and plans.

EXPECTATIONS AND PROJECTS

The next city administrator will have the opportunity to be involved in the following initiatives:

- Development of the St. Joseph Community Center, which will be owned by the City of St. Joseph and managed by the St. Cloud Area YMCA.
- Support the city's expansion of the Northland Business Center, an industrial park located in the northeastern portion of the city.
- Play an active role in the city's economic development initiatives, including the recruitment of businesses.
- Review, assess and update as necessary the city's human resources policies and procedures, supporting continued growth and development of the organization's employees.
- Develop more opportunities for community engagement and education, including the expansion of the city's website and social media presence.
- Identify opportunities and build support for affordable housing development in the community.
- Assist in development of plans to expand public infrastructure to support both continued residential development and growth as well as business development and growth.
- Strategically plan for the organization's growth in personnel and services to meet the program needs and service demands as the community grows.
- Ensure pro-active planning for the city's parks and recreation, including development of East Park.
- Be active and visible in the community, building strong partnership with the business community, colleges, and regional partners.



CANDIDATE REQUIREMENTS

- A Bachelor's degree in planning, public administration, urban studies, community development or a related field; A master's degree is desirable.
- A minimum of five years of progressive leadership experience in municipal administration.
- Skilled in budgeting, program development and administration.
- Knowledgeable in human resources management and labor relations.
- Skilled in collaboration and team building with a variety of groups and individuals.
- Experienced and knowledgeable in all aspects of municipal operations.

THE IDEAL CANDIDATE WILL BE

- A strong communicator and active listener, open to input, yet willing to be decisive as needed.
- An experienced and confident leader able to effectively represent the city's interests with a wide variety of stakeholders.
- Active and engaged in the community, able to build and maintain partnerships and consensus.
- A collaborative and constructive leader, able to utilize the expertise and knowledge of the team.
- A flexible and adaptable leader who can identify multiple solutions to challenges or adapt and pivot as needed.
- Experienced with a rapidly growing community and able to assist the mayor and council in planning for community and organizational growth.

COMPENSATION AND BENEFITS

The starting salary range is \$104,586 to \$141,000 DOQ. The City of St. Joseph provides a comprehensive benefit package.

HOW TO APPLY

Interested candidates should apply online by December 23, 2022 with resume, cover letter and contact information for five work-related references at www.govHRJobs.com to the attention of Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240 x 124. Interviews with the City of St. Joseph are anticipated for January 2023. The City of St. Joseph, MN is an Equal Opportunity Employer.

