



SCANDIA, MINNESOTA **CITY ADMINISTRATOR**



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THE COMMUNITY

Scandia is known as an historic rural community, conveniently located on the eastern edge of the Minneapolis/St. Paul metropolitan area in northern Washington County. The city is proud of its rich heritage and as a place where the first Swedish immigrants to Minnesota settled. With a population of 4,159 scattered throughout the community's 39.7 square miles, Scandia's residents have a scenic abundance of lakes, woodlands, and farms along with low density residential development. The Village Center is literally and figuratively the charming center of the community with local landmarks, cultural and civic activities including Gammelgarden, a museum dedicated to the history of Swedish immigrants in Minnesota.

While claiming its historic roots, Scandia has also recently leveraged grants and partnerships to bring high speed internet to approximately 70% of the community or 1,169 connections. This makes Scandia a great place for work-from-home, remote education, and business.

Infrastructure needs will be front of mind for the next City Administrator, as there is a large sewer replacement project in the works as well as several capital improvements. These include a joint alliance to repurpose an historic water tower and barn into a history and heritage center and linking the Gateway Trail between the Village Center and William O'Brien State Park.

The city prides itself on the opportunities for recreation, including seven parks, adjacency to the St. Croix River and Big Marine Lake Park Reserve, and William O'Brien State Park. The city maintains active and passive open space for all needs. In addition to the 18- acre Scandia Community Center site, Wind in the Pines Park is thought to be one of the most diverse ecological areas left in Washington County by the Minnesota DNR. With over 2,200 acres of parks and preserve, there is something for everyone. Scandia also offers numerous community special events, such as Vinterfest in January, Immigrant for a Day in May, an active Farmers Market, Midsommer Dag in June, and Taco Daze in September – just to name a few!

Scandia is served by two school districts, Forest Lake (ISD 831) and Chisago Lakes (ISD 2144), and The Scandia Elementary Enrichment Foundation (SEEF) brings the resources of the community, private sector, and school system together. The foundation manages an endowment to benefit the school, annually disbursing five percent or more of their net assets to programs and equipment at Scandia Elementary. The Scandia-Marine Lions Club is the oldest and one of the most active in the state of Minnesota. The community also has active engagement with five advisory committees which are vital to the work and vibrancy of the city.





THE POSITION AND THE ORGANIZATION IN BRIEF

The City Administrator is accountable to the mayor and city council and in charge of day-to-day city operations including development of a comprehensive budget, leading a staff of seven, and being a trusted representative of the city in the community and with stakeholders. The city staff is made up of three staff who assist with finance, city clerk, and other responsibilities; four public works staff in charge of 90 miles of city roads; and a paid-on-call fire department with a full-time chief. Police coverage is provided through a contract with Washington County Sheriff's Office. The city had an all-funds budget of \$2.8 M and a general fund budget of \$2.1 M for 2023.

The City Council of Scandia 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:

- Developing a funding strategy for repair of the Big Marine Sewer Utility infrastructure project, as well as a long-term operational strategy for the same.
- Advocating for the completion of the Gateway Trail link for which the city has received state funding.
- Partnering with the Scandia Alliance to reconstruct a water tower barn to recreate as a history/heritage center with amphitheater.
- Playing an active role in the city's economic development initiatives, including supporting current business needs and judicious recruitment of businesses sought in the community.
- Develop more opportunities for community engagement and education, including the expansion of the city's website and social media presence.
- Be active and visible in the community, building strong partnership with the business community, community volunteers, and stakeholders.
- Review, assess and update as necessary the city's human resources policies and procedures, supporting continued growth and development of the organization's employees.
- Continue to support the city's investment and partnership in high-speed internet expansion
- Continue to grow the city's Sister City relationship with Melerud, Sweden.
- Review and assess the city's long term financial plans, including identifying opportunities for new revenues.
- Continue to assist the city in ensuring updated planning and zoning codes that maintain community standards and encourage appropriate development.
- Ensure the effective coordination and resolution of code enforcement complaints.

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 finance, budgeting, prioritization, and project management.
- 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, including zoning and code enforcement.

THE IDEAL CANDIDATE WILL BE:

- A calm, effective communicator, and active listener, open to input, yet willing to be decisive as needed.
- An experienced and assured leader able to effectively cultivate relationships with a wide variety of stakeholders.
- Able to identify opportunities, including technology to improve efficiencies and service to the community.
- Anticipatory and able to communicate complicated issues in a clear, factual, and concise manner.
- A strong leader, able to leverage the expertise and knowledge of the team.
- Able to organize, prioritize and manage multiple projects and provide regular updates to stakeholders, including elected officials and community members.
- Strategic about capital investment philosophy, ensuring the long term-financial viability of the community while being sensitive to the impact on the taxpayer.
- Experienced with assisting the mayor and council in planning for community and organizational growth.
- Maintain the city's strong intergovernmental relations to leverage resources to best meet community needs.

COMPENSATION AND BENEFITS

The starting salary range is \$110,000 to \$130,000 DOQ. The City of Scandia provides a comprehensive benefit package.

HOW TO APPLY

Interested candidates should apply online by January 31, 2023 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, cstevens@govhrusa.com and/or Melanie Lee, Vice President, mlee@govhrusa.com, GovHRUSA 630 Dundee Road, #225, Northbrook, IL 60062. Tel: (847) 380-3240 X124. Interviews with the City of Scandia are anticipated for late February or early March of 2023.

The City of Scandia, MN is an Equal Opportunity Employer.



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