

City of Minot

ASSISTANT CITY MANAGER



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

CITY OF MINOT, NORTH DAKOTA

ASSISTANT CITY MANAGER



The City annually hosts the North Dakota State Fair, which brings 300,000 attendees over the nine-day event and is also home to the PRCA Badlands Circuit Finals Rodeo Championship for North Dakota and South Dakota. The community also is home to the Scandinavian Heritage Park and the annual Norsk Hostfest, North America's largest Scandian festival celebrating cultures from Denmark, Finland, Iceland, Norway, and Sweden. Throughout the year, Minot offers numerous cultural events and festivals.

The City offers a thriving arts and cultural scene, including the Minot Symphony Orchestra, Minot Chamber Chorale, Mouse River Players, MSU Summer Theater and Arts in the Parks. Minot is listed as one of America's most artistic towns, in Expedia's travel blog, "Viewfinder". You can discover an array of artistic masterpieces throughout the town and can view old and new pieces in art galleries and museums like the Taube Museum of Art.

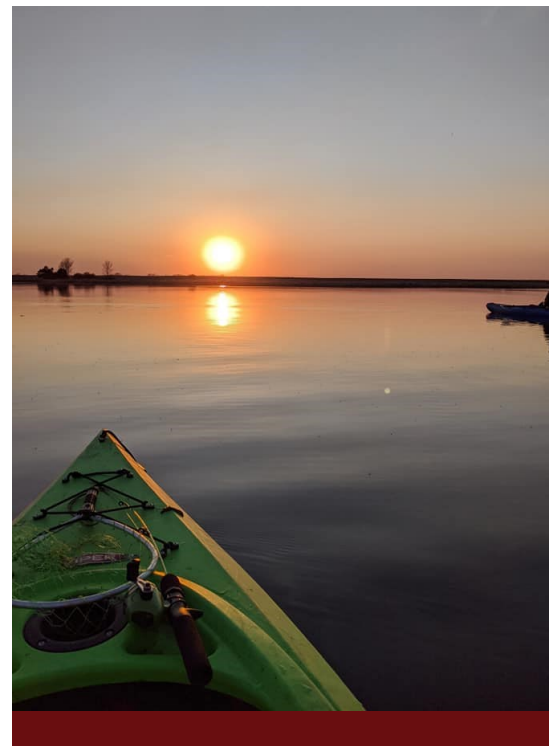
THE COMMUNITY

Minot, ND, The Magic City, is strategically located in north central North Dakota and is the fourth largest city in the state and a regional hub. The City has a strong diversified economy which features agriculture, energy, and military defense. Minot offers a high quality of life with numerous amenities and excellent schools and healthcare. The community also enjoys direct air service to Minneapolis -St. Paul, Denver, Las Vegas, Mesa, and Orlando. Minot is also close to Canada with cities like Winnipeg and Regina within a five-hour vehicle travel distance.

The Minot Air Base is home to over 12,346 active-duty military members and their dependents. It is the only air base in the country with a dual wing nuclear mission and is an important part of the regional economy. The region is served by Trinity

Healthcare which recently completed development and construction of a new \$350 million medical campus in the city.

Minot has outstanding recreational amenities and events, which include numerous parks, the Roosevelt Park Zoo, which was the first zoo to open in North Dakota, over 100 miles of trails and six golf courses. Lake Sakakawea, one of the largest man-made reservoirs in the country, is nearby and Lake Audubon and Lake Darling are also short drives from Minot. The region is well known for its hunting and fishing abundance and offers outdoor recreation for all ages and seasons. Adding to the recreation are the Minot Minotaurous Junior Hockey team and the Minot Hot Tots, the newest team in the Northwoods Baseball League which opened their inaugural season in 2023.



THE COMMUNITY (CONTINUED)

Downtown Minot only adds to the City's vibrancy as it offers over 50 locally owned experiences, with unique shopping finds and decadent foodie finds, all while you stroll art-lined alleyways and visit historic buildings. Downtown Minot also hosts seasonal events to add to the excitement.

Minot is served by the Minot Public School District which has thirteen elementary schools, three middle schools and a high school on three campuses. Three schools, (two elementary and one middle school) are located on the Minot Air Force Base. Inner City parochial options are also available. For higher education, Minot is home to Minot State University, with over 60 courses of study and an enrollment of 2,750, as well as a campus of Dakota College at Bottineau.

Minot is a thriving community and regional hub that offers the best of opportunity and livability.

DEMOGRAPHICS:

WHITE ALONE: 82.3%
BLACK OR AFRICAN AMERICAN: 4.7%
AMERICAN INDIAN AND ALASKA NATIVE: 2.3%
ASIAN, ALONE: 2.0%
TWO OR MORE RACES: 6.9%
HISPANIC OR LATINO: 7.1%

MINOT FACTS & NUMBERS



Population: **48,377**



Median Age: **31.6**



Median Household Income:
\$68,543



Median Single-Family
 Home Value: **\$217,500**



Square Miles:
27.29

MINOT FUN FACTS

Minot has been home to the North Dakota State Fair, the largest annual event in the state, for more than 50 years.



The Scandinavian Heritage Park pays homage to the five Scandinavian countries of Finland, Iceland, Denmark, Sweden and Norway.

The Minot Air Force Base is just north of Minot, and is the only dual-wing nuclear capable air base in the Air Force.



The Dakota Territory Air Museum, located in Minot, tells the rich and varied story of the region's aviation history.

THE ORGANIZATION

Minot is governed by a Mayor and 6-Member City Council. The Mayor is elected at large for a four-year term. The Members of the City Council are elected at large for four-year terms and one half are elected biennially. The City is also served by several volunteer boards and commissions. The City Manager is appointed by the Mayor and City Council. The City Manager provides executive level guidance to the City Council for development of long-range policy and strategic planning as well as to oversee daily operations of a full-service city with an annual operating budget of \$183,000,000 and 449 FTEs for 2023.

The City of Minot is organized into the departments of Assessor, Airport, Attorney, Community Development, Human Resources, Finance, Fire, Library, Municipal Court, Public Works, Police, and the Office of Resilience. Parks and Recreation are provided through the Minot Park District, a separate political subdivision. The City also partners with Ward County, The Minot Area Chamber EDC (MACEDC) to attract and retain business and industry.



THE POSITION IN BRIEF

The position is newly created and will report directly to the City Manager. The Assistant City Manager will serve on the city's executive leadership team and will have primary responsibility for overseeing the Public Works, Engineering, Utilities, Transit and Solid Waste services and operations. The Public Works Department was recently restructured into the departments of Public Works, Utilities and Engineering, whose directors will report to the Assistant City Manager. Within the departments there are 166 FTEs, which represents 35% of the city's workforce. The budgets of the departments, including operations, enterprise funds and capital projects are approximately \$61 million.

In addition, to exercising oversight and leadership for Public Works, the Assistant City Manager will work closely with the City Manager to provide overall direction, leadership and project management to the organization and is expected to be active and visible within the community, able to positively and professionally represent the City of Minot with various regional and state partners.



EXPECTATIONS AND PROJECTS

The Assistant City Manager should be a skilled executive leader who is approachable and collaborative, while also demonstrating strategic leadership and vision with an ability to proactively identify emerging trends and best practices in local government. The next Assistant City Manager should be comfortable with change management and possess a flexible leadership style that can adapt to new challenges and evolving conditions, while also recognizing the importance of building support for change and seeking input from all levels of the department and/or organization. The Assistant City Manager will have an opportunity to be engaged in or lead the following city initiatives:

- Solidifying the new organizational structure and team for Public Works and assessing the opportunities for additional innovation and enhanced service delivery.
- Supporting the current leadership of Public Works and identifying future opportunities for development of talent and succession planning.
- The \$1 billion-dollar, multi-year flood control project for the Mouse River. The City continues to work closely with the Souris River Joint Board and State of North Dakota to ensure the region's efforts and fully funded projects are completed over the next decade.
- The Northwest Area Water Supply (NAWS) project which is nearing completion will provide a long-term water source for the City of Minot and the surrounding region.
- The planning for the relocation of the City's Transit Center.
- The establishment of a new Metropolitan Planning Organization (MPO) for the City of Minot and surrounding region.
- Supporting the implementation of the City' newly adopted Comprehensive Plan.
- Identifying and planning for long term funding for maintenance and replacement of aging infrastructure.



CANDIDATE QUALIFICATION CRITERIA

The following education, experience, leadership, and management criteria have been identified by the City of Minot as important skills and abilities for the successful candidate to possess.

CANDIDATE REQUIREMENTS

- A bachelor's degree in public administration, public policy, business administration or related field. A master's degree is preferred.
- Candidates will ideally have five to seven years' increasingly responsible executive level experience in an organization of similar size, scope, and complexity.
- A strong background in public works, engineering and/or infrastructure management and planning is highly preferred.
- The ability to mentor, lead and develop staff.
- Excellent interpersonal and communication skills, able to connect with and relate to a wide variety of individuals and stakeholders.
- Strong skills in strategic and financial planning, with demonstrated experience of the same.
- Any equivalent combination of experience may be considered.





CITY OF MINOT, NORTH DAKOTA

THE IDEAL CANDIDATE WILL BE

- A highly collaborative and team oriented individual and leader, willing and able to establish trust and strong working relationships and partnerships throughout the organization and the community.
- Experienced with strategic planning and visioning, able to establish goals and measure progress and performance.
- Skilled in change management, able to bring stakeholders together and to achieve consensus.
- A skilled communicator, open to input and feedback and able to build teamwork within the organization.
- Knowledgeable of best practices and innovations in local government service delivery and in public works operations.
- An approachable and confident individual able to make timely decisions and convey complex information to a wide variety of audiences and stakeholders.
- An active and visible leader, interested in and committed to employee development and growth.
- A positive and professional leader, able to champion the City and it's initiatives in the community and support the direction of the City Manager, Mayor and Council..



ASSISTANT CITY MANAGER

COMPENSATION AND BENEFITS

Salary Range is \$119,975 to \$178,104 DOQ. The City of Minot provides an excellent and comprehensive benefits package.

HOW TO APPLY

Interested candidates should apply by September 1, 2023, with resume, cover letter and five professional references to: Charlene Stevens, Executive Vice President for Recruitment Services, GovHRUSA. Apply online at www.GovHRjobs.com. Veteran's Preference will not apply due to the executive level of the position. Candidates should be aware that application materials may be subject to disclosure under North Dakota Open Meetings Law.

The City of Minot is an Equal Opportunity Employer.

