



Assistant City Manager
City of Edina



Edina City Hall, 4801 W. 50th St.

THE COMMUNITY

The City of Edina is a first-ring suburb on the southwestern border of Minneapolis, Minnesota. Edina is a part of the Twin Cities metro which is home to more than 3.4 million residents. Known for its outstanding quality of life, the community is home to an estimated 53,318 residents within an area of nearly 16 square miles. Edina is served by several major highways that bring significant amounts of people into the community throughout any given day. Minnesota State Highways 62 and 100 divide the city into four sections. U.S. Highway 169 and Minnesota Highway 100 extend north and south. Interstate Highway 494 and Minnesota Highway 62 extend east and west.

The City has become known for its quality residential housing stock and attractive neighborhoods. Although the emphasis has changed over the years from exclusively single-family housing to a more balanced mix of single- and multi-family housing types, the City's concern for overall quality in residential development remains a top priority.

Major industries with headquarters or divisions within the Edina include M Health Fairview Southdale Hospital, Southdale Center and Galleria malls, Nash Finch Co. and FilmTec Corporation. Edina's robust business community is based in three primary nodes: 50th & France, Greater Southdale and a professional/industrial district west of Highway 100. Numerous employers in the medical, retail, service, manufacturing and distribution industries are located in Edina. Edina is home to approximately 45,000 jobs that are expected to remain stable over the coming years.

More than 95 percent of available land is developed in Edina. In the recent past, the city has been going through a transformational redevelopment. Brisk activity in single-family redevelopment to multi-residential high-rises and commercial structures are examples of successful revitalization strategies.



Arenson Acres Park, 4711 W. 70th St.

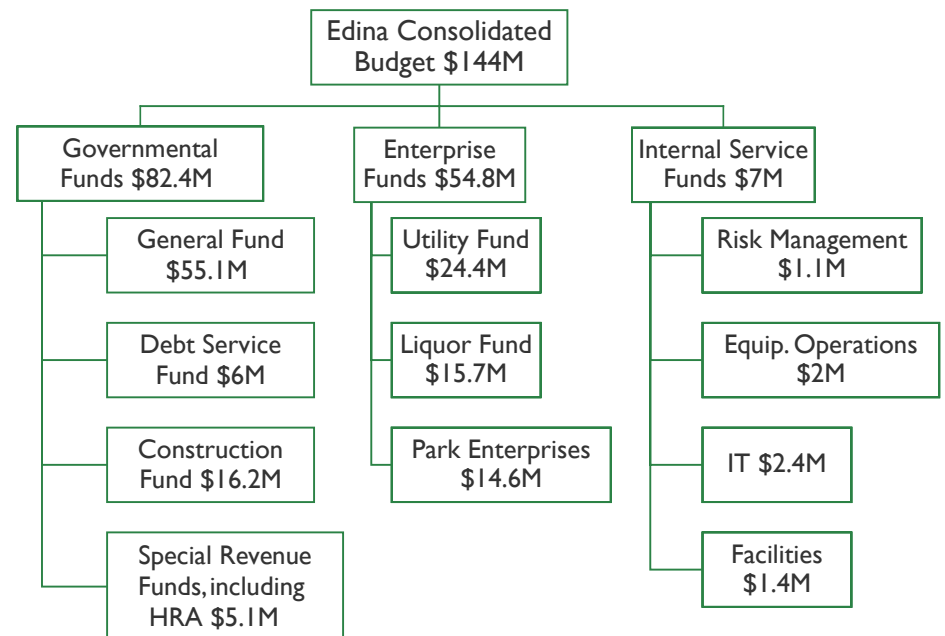
THE ORGANIZATION

The City of Edina is a statutory city operating under a council-manager form of government. City of Edina employees deliver a wide range of quality services to the people who live, work and play in Edina. The City's employees are organized into 11 departments:

- Administration
- Communications
- Community Development
- Engineering
- Finance
- Fire
- Human Resources & Risk Management
- Information Technology
- Police
- Parks & Recreation
- Public Works

The City has approximately 345 full-time employees. Throughout the year, the number of part-time and seasonal staff fluctuates between 400 and 500 employees. Over the course of a typical year, the City employs more than 1,000 people.

The City's total budget, including enterprises, is \$144 million for 2023. The City's General Fund budget is \$55.1 million. In 2022, Edina has the sixth largest Estimated Market Value in the state, \$13.9 billion. The City enjoys AAA and Aaa bond ratings from S&P Global and Moody's Investor Services, respectively.



ADMINISTRATION DEPARTMENT

The Administration Department oversees several important functions within Edina's city government.

Divisions of the Administration Department include:

- City Clerk
- Community Engagement
- Race & Equity.

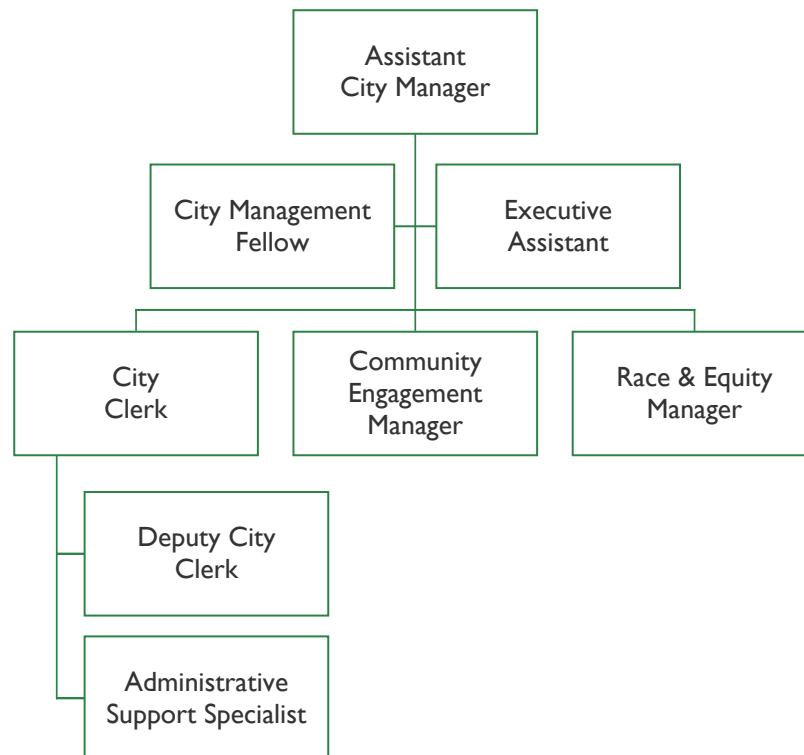


Braemar Arena, 7501 Ikola Way



Art Together event at Fred Richards Park,
4400 Parklawn Ave.

DEPARTMENT ORGANIZATIONAL CHART



THE POSITION

The Assistant City Manager is the City's second-in-charge position. The Assistant City Manager provides leadership and direction to the Administration Department, and directly oversees the Finance, Human Resources and Information Technology departments. The Assistant City Manager provides leadership and coaching guidance to departments as directed by the City Manager and serves a key role in the formation of strategic decisions. A significant part of the job is serving in a leadership role in pursuit of assigned initiatives. The Assistant City Manager establishes functional policies, makes tactical decisions within overall strategic direction and provides oversight for the budget and capital improvements and processes. The incumbent participates as an active member of the City's Executive Leadership Team and maintains strong, productive and cooperative relationships with other City departments to maximize use of City resources and talent. The position develops and maintains positive relationships with staff, City Council members, residents, other groups and agencies.

SCOPE OF IMPACT

The Assistant City Manager works under the supervision of the City Manager and performs the duties of the City Manager during his or her absence. This position is responsible for the direct supervision of eight full-time staff. Duties are performed with significant latitude for independent judgment in accordance with Department and City policies, Federal, State and Local regulations. These are based on detailed knowledge of Department operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CITY-WIDE LEADERSHIP

- Second-in-charge of City, supports Council and provides back up to the City Manager
- Assists the City Manager with the development, interpretation and enforcement of effective management policies
- Leads Citywide strategy planning and work plan process
- Facilitates policy making and team building at the upper management level
- Interprets and enforces City Manager and City Council policies
- Meets with the City Manager and staff to discuss issues and objectives, determine strategies and approaches and discuss current activities and challenges
- Provides the City Manager with accurate and timely information to support decision-making and policy direction
- Maintains regular contact with the City Manager to keep him/her/them apprised of situations and issues
- Provides effective professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services
- Attends City Council meetings and represents the City in the City Manager's absence
- Communicates regularly with the Mayor and Council as needed on regular or urgent matters
- Meets with Department Directors to answer questions and discuss matters regarding programs, customer inquiries, resolves issues and addresses challenges, which may arise
- Represents the City Manager at various meetings and participates on various boards and commissions, outside government agencies, various non-profits and other resident groups relative to goals, actions and activities of the City

ADMINISTRATION DEPARTMENT

Serves as Director of the Administration Department, which includes the divisions of City Clerk, Community Engagement and Race & Equity:

- Administrative Department Budget
 - Directs the preparation of and manages the Administration Department budget
 - Prepares requests for annual funding and presents requests to decision-makers for approval
 - Reviews year-to-date spending reports and monitors performance against plan, making or recommending adjustments as necessary
 - Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job
 - Negotiates with vendors and works to ensure the most cost-effective alternatives are identified when planning expenditures



Braemar Golf Course, 6364 John Harris Drive



Edina Aquatic Center, 4300 W. 66th St.

- Provides leadership to City Clerk's Division, which is responsible for:
 - Election activities, licensing, boards and commissions and other functions
- Provides leadership to the Community Engagement Division, which is responsible for:
 - Developing Citywide strategies, policies and training for community engagement.
 - Working with departments and consultants to develop public participation/ community engagement plans for specific projects
 - Managing resident advisory boards and commissions and task forces, including development and implementation of training and policies for commission members and staff liaisons
 - Managing community engagement programs, including Volunteer Edina and Neighborhood Connections
- Provide leadership to the Race & Equity Division, which is responsible for:
 - Serving as staff liaison to the Human Rights & Relations Commission
 - Leading the internal Racial Equity Advancement Team
 - Developing Citywide strategies to advance racial equity and work with departments to develop ongoing goals
 - Provide coaching, training and support to staff
 - Conducting outreach and engagement to the public and external partners

MANAGE CITYWIDE STRATEGIC INITIATIVES

- Leads strategic initiatives as assigned by the City Manager that require coordination of multiple internal and external stakeholders.

Performs other duties and activities as assigned.



Rosland Park, 4300 W. 66th St.

POSITION QUALIFICATIONS

Minimum Qualifications:

The job requires a bachelor's degree in Public Administration, Business Administration, Organizational Development, Political Science or a closely related field and 10 years of progressively responsible experience, including at least five years in a government management role or equivalent. A valid driver's license or evidence of equivalent mobility is also required.

Desired Qualifications:

Additional desired qualifications include a master's degree in Public or Business Administration.

Knowledge, Skills and Abilities Required for Successful

Job Performance:

- Ability to effectively communicate to large groups as well as individuals of varied backgrounds
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Excellent customer service skills, including demonstrated ability to build positive relationships with employees, managers, other organizations and the public
- Strong research, analytical and problem-solving skills
- Ability to express oneself clearly and concisely both orally and in writing
- Ability to inspire confidence in residents, staff and the City Council
- Ability to find a balance point for conflicting political goals and directions with an outcome of positive direction for the organization
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Ability to maintain highest confidentiality when dealing with sensitive or private information



Edinborough Park, 7700 York Ave. S.

Physical and Mental Requirements:

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There are intermittent visits to City department locations, some of which are in other areas of the city. There is a need to deliver information, which may involve several hours of public speaking in front of employee groups or citizens. Between 15% and 45% of the time, there is pressure associated with a project or activity deadline. Report preparation and writing will at times require extended use of a keyboard. Work interruptions are moderate.

Working Conditions:

Most work is performed in a normal office environment. Occasional driving or riding is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this job at any time.



Edina Theatre in Edina's downtown at 50th & France

COMPENSATION AND BENEFITS

The salary range for this position is \$146,887-\$193,708. The City of Edina offers a competitive benefits program, including participation in the Public Employees Retirement Association pension plan.

APPLICATION AND SELECTION PROCESS

Interested candidates should apply online by **Oct. 9, 2023** with resume, cover letter and contact information for five work-related references at www.govHRJobs.com to the attention of Executive Vice President Charlene Stevens, cstevens@govhrusa.com, and/or Vice President Pam Dmytrenko, pdmytrenko@govhrusa.com.

GovHRUSA
630 Dundee Road
#225
Northbrook, IL 60062

Telephone: 847-380-3240

Interviews with the City of Edina are anticipated for November 2023 with the successful candidate able to start in January of 2024.

For more information on the City of Edina, visit EdinaMN.gov.

The City of Edina is an Equal Opportunity Employer.



Edina Community Center, 5701 Normandale Road

