

FAIRMONT, MINNESOTA CITY ADMINISTRATOR



EXECUTIVE RECRUITMENT



THE COMMUNITY

Fairmont, known as the "City of Lakes," is picturesquely located in southern Minnesota amidst a chain of five lakes (4 connected by channels). The area's rich, natural beauty and abundance of year-round recreational opportunities draw many visitors as well as provide its residents with a beautiful natural environment in which to live. Located at the intersection of Highways 90 and 15, the city is just over 2 hours' drive from the Twin Cities metro area and easily accessible to the larger communities of Mankato, Rochester, Sioux Falls, SD and Mason City, IA. Fifteen square miles in size, with a population of 10,487, Fairmont serves as the county seat of Martin County and is quickly becoming a diverse regional center for jobs, retail, entertainment, and culture.

Recreation and outdoor activities abound throughout the seasons. The lakes offer fishing, boating and swimming. The city has a popular Aquatic Center, over 25 parks, sports fields, two golf courses and three courses of 18-hole disc golf at Cedar Creek Park. In addition to many trails for biking, walking and running, Martin County also has more than 140 miles of groomed trails for snowmobiling and ATV use. The city is proud of its historic downtown center. Many cultural events can be enjoyed at the Red Rock Center for the Arts and the Fairmont Opera House. The nearly 150-year-old historic theater provides live performances throughout the year. Many of the performances are put on by the adult community theater program, the Fairmont Area Community Theater (FACT).

Fairmont has grown and prospered into one of the state's leading rural communities. In addition to a strong agribusiness area, it has also become a leading regional health care center with the continued growth and expansion of the Fairmont Medical Center – Mayo Health System, Center for Specialty Care, Dulcimer, REM, Goldfinch Estates, United Health District, MRCI and Lakeview Methodist Health Care Facility.

Fairmont features an expansive industrial park, with Minnesota Shovel-Ready certified sites, accessible by plane, rail, and interstate travel. The area features over 780 businesses, including the Mayo Clinic Health System – Fairmont, Hy-Vee, Walmart, Fairmont Foods, 3M, Avery Weigh-Tronix, ADS Hancor, Green Plains, CHS, and Kahler Automation. The city's strong industrial and commercial sectors make Fairmont a business-friendly environment.

Fairmont is also a family-friendly community with affordable housing, quality public and parochial education options, highly ranked healthcare facilities, and an abundance of community assets that promote well-being. The Fairmont Area School District contains 2 schools and 1,751 students.

DEMOGRAPHICS

Population: **10,477**

Square miles: **15**

Median home value: **\$166,019**

Median household income: **\$59,024**

Demographics by race:

White alone, not Hispanic or Latino **87.4%**

Hispanic/Latino **8.7%**

Two or more races: **2.5%**





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 and being a trusted representative of the City in the community and with stakeholders. The city administrator is responsible for leading a staff of 90, including the divisions of finance, public works, and public safety/emergency management. The city has an all-funds budget of \$50M and a general fund budget of \$10M. The city also operates an electric utility, as well as water and wastewater utilities. The city is responsible for the management and operations of the Fairmont municipal airport and the municipal liquor store. Development and redevelopment activities are overseen by the City's Economic Development Authority (EDA). Public utilities are governed by a Public Utilities Commission. Fairmont has a paid on-call volunteer fire department.

The City of Fairmont is a home rule charter city with a Council-Administrator form of government. The City Council is comprised of six elected officials. The Mayor and Councilmember-At-Large are elected by all Fairmont citizens. The additional four Council Members are elected by the citizens of the ward they represent. The Mayor and Council Members are elected for four-year 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 projects and initiatives:

- Overseeing the implementation of the 2021 Strategic Plan, including the revitalization of the downtown center.
- Finalizing plans for the design, building and operation of a new community center in partnership with the Fairmont Community Foundation and other stakeholders.
- Playing an active role in the city's economic development and housing development to attract and retain businesses and provide needed workforce housing and daycare opportunities.
- Be active and visible in the community, building strong partnerships 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.
- Assist the city in ensuring updated planning and zoning codes that maintain community standards and encourage appropriate development.
- Develop and implement a plan for employee development and succession planning.
- Oversee the completion of the City's ordinance codification.



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, prioritization, and project management.
- Knowledgeable in human resources management and labor relations.
- Excellent communication skills, engaging proactively with a variety of stakeholders.
- Experienced and knowledgeable in all aspects of municipal operations.

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.
- A highly collaborative individual willing to build partnerships.
- Able to utilize technology to improve efficiency and service to the staff and 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 prioritize and manage multiple projects and provide regular updates to stakeholders and the board.
- 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.

COMPENSATION AND BENEFITS

The 2024 salary range is \$142,355 - \$180,128 with an anticipated hiring range up to the mid-point, DOQ. The City of Fairmont provides a comprehensive benefits package, including participation in the Minnesota Public Employees Retirement Association (PERA).

HOW TO APPLY

Interested candidates should apply online by February 9, 2024 with resume, cover letter and contact information for five work-related references at www.govHRJobs.com to the attention of Charlene Stevens, Executive Vice President, cstevens@govhrusa.com Tel: (224) 326-1290.

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