



# **BLAINE, MINNESOTA DIRECTOR OF ADMINISTRATIVE SERVICES**



# CITY OF BLAINE, MINNESOTA

## DIRECTOR OF ADMINISTRATIVE SERVICES

### THE COMMUNITY

Blaine is the ninth largest city in Minnesota and is located only eleven miles from downtown Minneapolis, along Interstate 35W and Highways 10 and 65. Blaine encompasses thirty-four square miles with a population of 71,739. It is the largest city in Anoka County and a thriving community experiencing continued growth and development. Blaine has a strong and diverse economy with 1,400 businesses including Aveda Corporation, Infinite Campus, Bermo, Inc., Dayton Rodgers Manufacturing, and Northtown Mall.

The city's parks and recreation system provides a variety of leisure activities and encompasses sixty-seven parks over 755 acres. Over seventy-five miles of trails and trail corridors interconnect parks, schools, and open space. Blaine is home to the National Sports Center, an Olympic class training facility and international hub for youth sports. TPC Twin Cites golf course, which annually hosts the 3M Open, a PGA Tour event, is also located in Blaine, along with the Four Season's Curling Club.

The City of Blaine is served by three school districts, Anoka-Hennepin, Centennial and Spring Lake Park. The city is home to eight elementary schools, one intermediate school, two middle schools and two high schools. Private and parochial schools also serve the city.

With a strong economy, excellent schools, outstanding parks and cultural amenities, Blaine offers an exceptional quality of life for residents.





## THE ORGANIZATION

The mission of the City of Blaine is to deliver exceptional public services with the highest degree of professionalism and accountability. This mission is accomplished through the core values of transparency and openness, creativity and innovation, fairness and impartiality, respect, and efficiency.

The city has developed six strategic priorities:

- Financial Sustainability
- Economic Development
- Infrastructure Management
- Organizational Health
- Collaboration and Engagement
- Trunk Highway 65 Improvement

The Blaine City Council is composed of six council members and a mayor. Two council members are elected from each of three council wards and the mayor is elected at large. The city operates under a council-manager form of government and adopts established priorities. The Mayor and Council appoint the City Manager who is responsible for implementing policy and overseeing all daily operations of the city and city staff. All department directors report to the City Manager. The city has a 2024 general fund budget of \$47 million, a citywide 2024-2028 Capital Improvements (CIP) Budget of \$195 million and 257 FTEs. The city has five collective bargaining units.

The city has also adopted the following organizational values that guide the work for the employees and leaders:

- Professionalism
- Respect
- Integrity
- Innovation



## BLAINE BY THE NUMBERS

Population **71,739**

Land Area (sq. miles) **34**

Number of households **25,049**

Median Age **35.5**

Median Home Value **\$303,800**

Median Household Income **\$100,659**

**11 Miles** from Downtown Minneapolis

## DEMOGRAPHICS

White Alone, non-Latinx **74.2%**

Asian alone, non-Latinx **9.2%**

Black alone, non-Latinx **7.2%**

Hispanic or Latinx **5.3%**

Two or more races **5.3%**

American Indian and Alaskan Native, alone **.4%**





## THE DIRECTOR OF ADMINISTRATIVE SERVICES

The Director of Administrative Services is responsible for leading a department of 12 FTEs divided into the following divisions: City Clerk, Communications, Elections and Human Resources. The Administrative Services Department provides administrative support for the organization and leads strategic priorities such as Employee Engagement and Training, Workplace Safety, Internal and External Communications, support of the City Council through the City Clerk functions as well as overseeing and administering Elections. The Director of Administrative Services also guides the city's Human Resources both policy and operations, including the recruitment and retention of employees and serving as the lead for the city's collective bargaining.

The Director reports directly to the City Manager and is a member of the city's Senior Leadership Team.

## EXPECTATIONS AND PROJECTS

The Director of Administrative Services will have the opportunity to work with Blaine leadership team on the following projects.

- Updating a market study for the recently completed class and compensation plan.
- Review and assess the city's employee recruitment and retention with an eye towards innovation and best practices.
- Continue to support and guide the work of the city's internal Safety Team.
- Provide guidance and leadership for organizational development efforts, such as employee training and development.
- Lead the city's collective bargaining negotiation among five different units.
- Develop opportunities for successional planning.
- Support the functions of the City Clerk and Elections.

## CANDIDATE REQUIREMENTS

- Bachelor's degree in public administration, human resources, organizational development, communications, or a related field.
- Six years of experience in a senior management position of similar responsibility.
- Excellent written and verbal communication skills.

The City of Blaine will consider a combination of education and experience that allows an individual to successfully perform the functions of the position.

## THE IDEAL CANDIDATE WILL BE:

- A collaborative leader, able to form cooperative working relationships with a wide variety of internal and external stakeholders.
- A tactful and diplomatic communicator with strong written and verbal communication skills.
- Able to develop, mentor and coach staff.
- Knowledgeable and up to date with best practices for human resources and organizational development.
- A strong project manager able to work on organizational wide efforts and plans while engaging a wide variety of stakeholders.
- Experienced working with collective bargaining.





## COMPENSATION AND BENEFITS

The expected hiring range for the position is \$149,000 to \$171,350 DOQ. The full compensation range for the position is \$149,000 to \$193,660. The City of Blaine provides a comprehensive benefits package including participating in the Minnesota Public Employees Retirement Association (PERA).

## HOW TO APPLY

Interested candidates should apply online by March 22, 2024 with resume, cover letter and contact information for five work-related references at [www.govHRJobs.com](http://www.govHRJobs.com) to the attention of Charlene Stevens, Executive Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: (320) 262-0303. The City of Blaine, Minnesota is an Equal Opportunity Employer.

