

**FAIRMONT, MINNESOTA
CITY ADMINISTRATOR**

MGT

THE COMMUNITY

Fairmont, known as the “City of Lakes,” is picturesquely located in southern Minnesota amidst a chain of five lakes, four of which are 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 two 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 park, 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.

Fairmont has grown and prospered into one of the state’s leading rural communities. In addition to a strong agribusiness area, it has become a leading regional health care center with the presence of facilities such as Fairmont Medical Center – Mayo Health System, United Hospital District, Center for Specialty Care, Integrity Medical Center, Cornerstone Clinic, and Lakeview Methodist Health Care Center. Additionally, it is home to assisted living options such as Goldfinch Estates, Ingleside, and Maplewood Residence as well as disability support services including COR, REM, and Step.

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

Fairmont is also a family-friendly community with affordable housing and quality public and parochial education options. The Fairmont Area School District contains two schools and 1,751 students and is well regarded. Fairmont offers highly ranked healthcare facilities, and an abundance of community assets that promote well-being and civic pride, drawing new residents to the community as well as those returning to their hometown for its amenities and quality of life.

DEMOGRAPHICS

Population: **10,226**

Square miles: **15**

Median home value: **\$173,700**

Median household income: **\$59,228**

Demographics by race:

White alone, not Hispanic or Latino **88.7%**

Hispanic/Latino **6.7%**

Two or more races: **4.8%**



THE POSITION AND THE ORGANIZATION IN BRIEF

Accountable to the mayor and city council, the city administrator oversees day-to-day city operations and serves as a trusted representative of the city in the community and with stakeholders. The position is responsible for the development of a comprehensive budget; the city has an all-funds budget of \$50M and a general fund budget of \$10M. Another key responsibility of the city administrator involves leading a staff of 90 which includes the divisions of community development, finance, human resources, public works, and public safety/emergency management. The city manages and operates Fairmont's municipal airport and liquor store as well. It also operates electric, water, and wastewater utilities. These public utilities are governed by the Public Utilities Commission while development and redevelopment activities are overseen by the Economic Development Authority (EDA). Additionally, Fairmont has a paid-on-call fire department.

Fairmont is a home rule charter city with a council-administrator form of government. The City Council is the legislative body for the city and is comprised of six officials, all of whom are elected by the public for four-year terms. The mayor and councilmember-at-large are elected by all Fairmont citizens and the other four council members are elected by the citizens of the ward they represent. 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 several projects and initiatives which include but are not limited to:



1. Leadership and Community Engagement:

- Being active and visible in the community, and building strong partnerships with businesses, volunteers, and other stakeholders.

2. Strategic Planning and Development:

- Overseeing the 2021 Strategic Plan, including revitalizing the downtown center.
- Finalizing plans for a new community center with the Fairmont Community Foundation and other stakeholders.
- Playing an active role in economic and housing development to attract and retain businesses and provide needed workforce housing and daycare.
- Implementing Lakes Commission initiatives.
- Determining the future of cannabis retail operations in Fairmont.
- Overseeing the redesign of Blue Earth Avenue.
- Implementing a stormwater utility fee study.
- Analyzing the possibility of building a new fire hall or police department, including the funding process.

3. Governance and Administration:

- Recodifying and aligning State statutes, City Charter, city codes, and policies to address the decay in governance documentation.
- Reviewing and assessing the budget process, maintaining alignment with best practices and goals.
- Reviewing, assessing, and updating the City's human resources policies and procedures as necessary.
- Negotiating updated collective bargaining agreements with three labor unions.
- Addressing and resolving personnel issues, collaborating with the City's labor attorneys as needed.
- Developing and implementing a plan for employee development and succession planning.

4. Infrastructure and Facilities:

- Reorganizing City Hall and service locations within the two-story building to better serve the public and create improved synergy between departments.





CANDIDATE REQUIREMENTS

- A bachelor's degree in planning, public administration, urban studies, community development or a related field; 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.
- Skilled in collaboration and team building with a variety of groups and individuals.
- 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.
- 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.

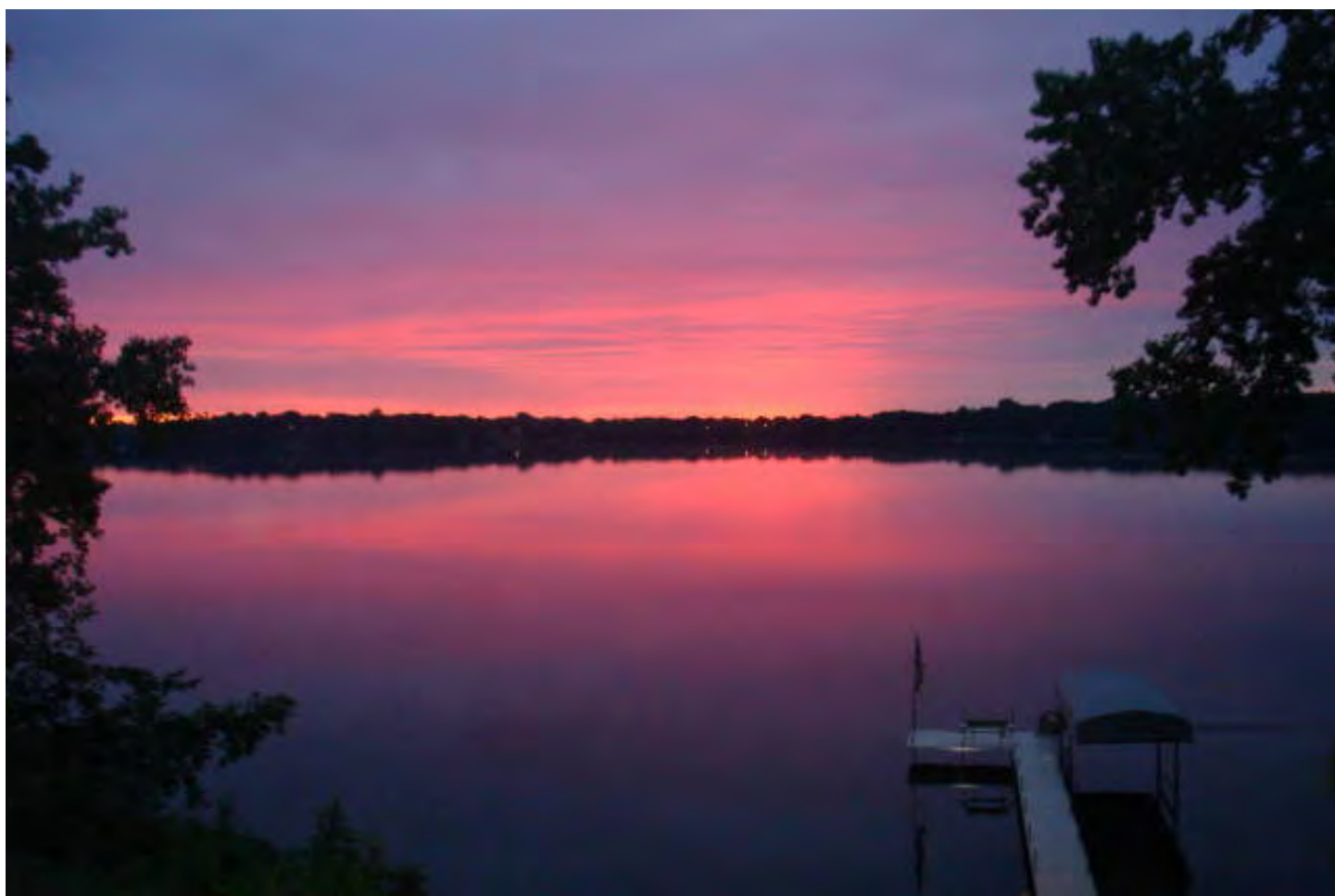
COMPENSATION AND BENEFITS

The 2025 salary range is \$146,619 to \$185,681 DOQ with an anticipated hiring range up to the mid-point, DOQ. The City of Fairmont provides a comprehensive benefits package which includes medical, dental, vision, and life/AD&D insurances; HSA and FSA spending plans; paid leave (holiday, sick, and vacation time); an Employee Assistance Plan service; and a MN Public Employees Retirement Association (PERA) benefit.

HOW TO APPLY

Interested candidates should apply online by August 25, 2025, with resume, cover letter and contact information for five work-related references at www.GovHRJobs.com to the attention of Mike Brethorst, Senior Consultant, Tel: 218-329-0700.

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



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