Minot, ND (population 48,000), 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 and Mesa. 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 5,000 military members and over 5,000 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. Minot is also home to Minot State University, with over 60 courses of study and an enrollment of 3,000. The region is served by Trinity Healthcare which is currently building 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.

The City annually hosts the North Dakota State Fair, which brings 300,000 attendees over the nine-day event. The community also is home to the Scandinavian Heritage Park and the annual Norsk Hostfest as well as numerous other community supported and organized festivals and events.

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. Downtown Minot offers locally owned and unique restaurants and shops of all variety.
The City Manager is appointed by the Mayor and City Council. The City Manager is expected to provide 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 $143,898,000 and 425 FTEs.

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

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 of Minot is a full service entity and includes the departments of Assessor, Airport, Attorney, Community Development, Human Resources, Engineering, Finance, Fire, Library, Municipal Court, Public Works, Police and the Office of Resilience, which are under the supervision of the City Manager. Parks and Recreation is provided through the Minot Park District, a separate political subdivision. The City also partners with Ward County, The Chamber of Commerce and Minot Area Economic Development Corporation to attract and retain business and industry.

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.
EXPECTATIONS AND PROJECTS

The next City Manager is expected to be a strategic and visionary leader who will build a strong working relationship between the Mayor, Council and City staff. The next City Manager will have demonstrated experience in managing and developing budgets as well as overseeing staff to ensure key goals are met. The next City Manager will be an active leader in the community, able to build and maintain strong working relationship with multiple community partners.

In addition, the next City Manager will have an opportunity to be engaged in or lead the following city initiatives:

• The $1 billion-dollar, multi-year flood control project for the Mouse River. The next City Manager will continue to work closely with the Souris River Joint Board and State of North Dakota to ensure the region’s efforts are funded and projects are completed.

• The Northwest Area Water Supply project which will address long term water supply needs for the City of Minot as well as the surrounding region will require continued partnerships within the region and state to ensure its scheduled completion.

• Support the efforts of the community to build environmental and economic resilience as outlined in the City’s National Disaster Resilience program for which the City received $74 M in grant funding.

• Engage the Mayor, Council and City staff in a City-Wide Strategic Planning Effort.

• Develop strategies to enhance community engagement and communication among a variety of stakeholders.

• Be an active partner with Ward County, The Minot Area Chamber of Commerce and Minot Area Development Corporation to further the City’s and regions’ economic growth.

• Be an active partner with the State of North Dakota and advocate on behalf of the City of Minot during the 2021 Biennial Legislative Session.

• Continue efforts to assess, evaluate and upgrade the city’s technology, such as the current deployment of new enterprise wide financial software.

• In 2021, the City will undertake a Comprehensive Plan Update and has recently begun the process of reviewing and updating the Zoning Code.

• Develop opportunities for employee recruitment, retention and succession planning across all levels of the organization.

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 MUST HAVES

• A Bachelor’s degree in public administration, public policy, business administration or related field; MPA preferred.

• A minimum of five to seven years of executive level experience, preferably in an organization of a similar size.

• 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.

THE IDEAL CANDIDATE WILL BE

• A highly collaborative leader with a communicative, team-oriented management style who is capable of mentoring and coaching staff.

• An ethical and professional manager able to inspire the confidence of elected officials, city staff and the general public.

• An open, transparent and proactive communicator with the Mayor and Council, city staff and the community at large.

• Accessible and approachable to all within the organization and outside of the organization.

• An innovative and strategic leader able to anticipate challenges, consider new approaches and to lead and develop improvement strategies.

• Able to build and maintain strong partnership and relationships with a wide variety of diverse stakeholders. A good listener with a high level of interpersonal awareness.

• A strong and fair leader who can establish expectations and hold individuals accountable to meet those expectations.

• Knowledgeable of best practices in municipal government and able to translate theory into practice to benefit the organization and community.
CITY OF MINOT, NORTH DAKOTA

CITY MANAGER

COMPENSATION AND BENEFITS
Salary Range is $140,000 – 170,000 +/- DOQ. The City provides an excellent and comprehensive benefits package.

HOW TO APPLY
Interested candidates should apply by September 25, 2020 with resume, cover letter and five professional references to:
Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. Apply online at www.GovHRjobs.com.

The City of Minot is an Equal Opportunity Employer.