

# CITY ADMINISTRATOR

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ROCHESTER, MINNESOTA



## The Community

Located in southeastern Minnesota along the south fork of the Zumbro River, the City of Rochester is consistently recognized as one of the most livable cities in the United States. With an estimated 2019 population of 118, 935, the city has grown by more than 11 percent since 2010. Covering an area of over 55-square miles, Rochester features an urban skyline at its core, a variety of distinctive neighborhoods, and farm fields at its edges.

The third largest city in Minnesota, Rochester is home to the world-renowned Mayo Clinic and serves as host to 3 million visitors each year, many of them receiving care at the Mayo Clinic. As the Destination Medical Center (DMC) master plan is implemented over the next 15 years, the City projects that its population will top 160,000 and more than 35,000 new jobs will be generated, furthering Rochester's position as an economic engine for the tri-state area.

Rochester is approximately 85 miles south of Minneapolis -Saint Paul, accessible by U.S. Highway 52. Air travel is available at the Rochester International Airport, a non-hub primary airport located seven miles south of downtown Rochester, and at the Minneapolis-Saint Paul International Airport, located 77 miles away.

The City of Rochester values diversity, equity, and inclusion and takes great pride in its civic partnerships and engaged citizenry. The community offers an exceptional quality of life reflected in an array of arts, cultural and entertainment activities and recreational opportunities afforded by more than 4,500 acres of park land and more than 100 miles of paved, interconnected walking and biking trails.

Rochester Public Schools provides a world-class educational system to over 18,100 students. Multiple private school options are also available. Higher education programs are available through the new University of Minnesota Rochester campus devoted to health sciences, the Mayo Clinic Graduate School of Biomedical Sciences, and the Mayo Medical School. Branches of Augsburg College, College of St. Scholastica, Winona State University, St. Mary's University, and Luther College are also in Rochester. In addition, the Rochester Community and Technical College is the oldest community college in Minnesota, offering a variety of associate degrees in the arts, sciences and applied sciences.

**#15 Best Places to Live**  
Money Magazine, 2019



**#5 Top 100 Best Places to Live**  
Livability.com, 2019



**#3 America's Most Innovative Cities**  
24/7 Wall Street, 2018



**Top 25 Convention Cities in the USA**  
Meeting Source, 2019



## The Organization

The City of Rochester is governed under a charter adopted in 1904. Policy-making and legislative authority are vested in the City Council, consisting of the Council President and six City Council members. The City Council is responsible for enacting ordinances, adopting the budget, appointing committees, and hiring both the City Administrator and the City Attorney. The charter designates the Mayor as the chief executive officer of the City with general supervision of all departments; however, the City Administrator has been responsible for directing department operations for over 40 years.

All members of the City Council are elected in even years, on a non-partisan basis, to four-year staggered terms. Six of the City Council members are elected by ward. The Mayor and Council President are elected at-large.

Rochester provides a full range of services including police and fire protection, construction and maintenance of streets and infrastructure, recreational facilities, library services, music and cultural events, water, sewer, electric, and storm water management, public parking, and mass transit and airport services. Rochester Public Utilities, Parks and Recreation, the Library and the Music Department work with boards appointed by the Mayor and approved by the City Council to provide operational oversight.

The City has embarked on a long-term development initiative to secure Rochester's status as a global destination medical center. In partnership with Olmsted County and the State of Minnesota, the City is a major player in the Destination Medical Center (DMC) Corporation/Economic Development Agency (EDA), charged with the development and execution of a strategic business plan that addresses land use, transportation, infrastructure, business development, marketing and operational strategies associated with a 20-year, \$6 billion investment in the DMC. Over the last five years, private DMC investments have surpassed \$915 million.

Rochester is an active participant in national and state legislative issues and in organizations including the National League of Cities, the U.S. Conference of Mayors, and the League of Minnesota Cities.

The City of Rochester has consistently maintained a AAA credit rating from Standard and Poors, reflecting its strong overall budget position, financial management, and reserve funds.

# The Position

The Rochester City Administrator position is an outstanding professional opportunity. The position is available due to current City Administrator Steve Rymer's decision to relocate closer to family.

The City Administrator is responsible for providing strategic leadership and direction for overall City operations; carrying out the policies and ordinances of the City Council, coordinating with the Mayor, and directing the administrative functions and operations of various City departments. The position oversees an adopted 2020 budget of \$587 million, which includes the budget for Rochester Public Utilities, and a City staff of about 940 employees. [View the Budget in Brief here](#). Information about the proposed 2021 budget can be found at the [Recommended 2021 Operating Budget](#) and the [2021 Budget Summary](#).

The City Administrator directly supervises department heads and an assistant city administrator and works in cooperation with department heads who report to a board or commission. Other major responsibilities include:

- In collaboration with the Mayor and City Council, the City Administrator provides leadership and direction for strategic planning purposes, including the development and implementation of short-and long-term goals and ongoing communication about the plan and key outcomes to the Mayor, City Council, and City employees.
- Working under the direction of the Council, the City Administrator develops and recommends policies, procedures, goals and objectives vital to efficient and effective operations, which are in line with the strategic plan.
- Oversees and provides suggestions and recommendations related to City involvement in the DMC.
- Builds and maintains effective relationships with the citizens, key stakeholders, the Mayor, City Council members, department heads, and employees; is politically adept in representing the City in civic affairs, state and national organizations, and legislative initiatives.
- In conjunction with the Mayor, Council and department heads, recommends organizational financial guidelines and recommends the City's annual budget to the Mayor and City Council. Oversees the preparation of operating and capital improvement budgets.
- Responsible for the overall effective operation of the City organization.
- Makes hiring recommendations for City department heads and serves as the executive leader of the department head team.
- Attends all meetings of the Mayor and City Council to report or discuss matters concerning City government activities.
- Performs duties as requested by the Mayor and City Council, including but not limited to representing the interests of the City before various organizations, agencies, partnerships, and collaboratives.



[View the videos](#)  
[Rochester Overview](#)  
[Summer in Rochester](#)  
[Downtown Rochester](#)



## Desired Capabilities

- Forward thinking leader with a vision and fresh perspective; looks beyond the status quo
- Catalyst and change agent; creates a sense of urgency to get things done and promotes collective problem-solving and action
- Outstanding people leadership skills; effectively coaches and counsels others, provides feedback and takes an interest in the development of future leaders
- Supports creativity and innovation; encourages process improvements and technologies that create new efficiencies
- Creates and maintains effective partnerships internally and externally; adept at building consensus but understands when to make a decision
- Skilled negotiator with the best interests of the City at heart and the ability to create win-win solutions
- Accessible to the Mayor and City Council, engages the City Council in policymaking, especially policies related to the City's foundational principles and strategic priorities and projected growth and development
- Dedicated to public service and social equity; demonstrates integrity, strong ethics, and humility; builds credibility and earns the respect of others
- Self-assured and confident, has the ability to stand firm and to say no
- Builds bridges between the Mayor and City Council and City staff, ensures an alignment of policy and implementation
- Focused on results; does not get caught up in politics or allow small issues to blow past big long-term problems
- Displays a collaborative management style and team-building approach that taps into collective abilities of the department head team; values every department as contributing to the City's quality of life
- Holds departments accountable but does not micromanage operations
- Open-minded and fair; reliable, dependable and accountable
- Will make a long-term commitment to the community and not treat it as a stepping stone
- Understands how to coach, develop, and effectively lead people to ensure a strong organizational culture of employee engagement



# Leadership Opportunities

The next City Administrator will provide continued leadership in cultivating a vibrant, compassionate, and innovative team, advancing foundational principles integral to the strategic priorities and implementing the City's strategic priorities.

## Foundational principles

- Compassion.
- Environmental stewardship.
- Fiscal responsibility and sustainability.
- Public safety.
- Social equity.

Adopted in 2018, the City's strategic priorities are:

## Enhance quality of life

- Increase neighborhood connectivity.
- Increase affordable housing options.
- Maintain and increase neighborhood vitality and livability.
- Secure a funding stream for sustained parks and recreation improvements and community amenities.

## Foster a team-oriented culture

- Use High Performance Organization practices to create operational efficiencies.
- Develop recruitment strategies to diversify and achieve a high-quality workforce.
- Create employee development plans.
- Use technology to share resources and communicate effectively.

## Manage growth and development

- Balance downtown/DMC and community-wide development efforts.
- Incorporate Planning2Succeed 2040 (P2S 2040) infrastructure planning into development decisions.
- Implement the recommendations of P2S 2040, the Parks and Recreation Plan, and the Library Strategic Plan.

## Balance public infrastructure investment

- Improve transportation and related facilities.
- Develop an asset management plan and use life-cycle cost considerations during decision making.
- Develop a policy and practice of assessing new infrastructure invest based on current assets and maintenance costs.





## Rochester Values Its High Quality of Life

**96%** feel accepted, valued, and welcomed

**96%** rate the quality of life in Rochester as excellent or good

**93%** rated it as a good/excellent place to raise children

[See the 2018 community survey results.](#)

## Position Qualifications

The City Administrator position requires a bachelor's degree with major emphasis in government and /or business and ten years of progressive leadership experience in a municipal or local government related governmental administrative capacity. A master's degree in public administration, or a closely related field, is strongly desired. Relevant experience important to this position includes:

- Familiarity with general and large-scale developments and an understanding of associated funding sources and internal financing
- Expertise in dealing with issues related to growth, including long-range operational forecasting and planning for infrastructure and public facilities improvements
- Proficiency in budgeting and long-range financial planning to ensure that Mayor and the City Council priorities are reflected in annual and long-range operating and capital budgets
- Capability to guide organizations through major change
- Experience incorporating an equity, diversity and inclusion framework into policymaking and implementation, community relations, and staff management
- Skill in collaborating within the organization and in partnering with other units of government
- Familiarity with intergovernmental and legislative processes
- Knowledgeable on best practices in planning for growth and economic development
- Strategic planning experience
- Proven capacity to lead an experienced department head team
- Understanding the dynamics involved with leading an engaged workforce

## Compensation and Benefits

The 2020 pay range established for the City Administrator position is \$165,812 to \$236,873 and the 2021 pay range is \$169,957 to \$242,795. In compliance with the Minnesota 2020 statutory waived salary cap, compensation paid above \$198,255 occurs in the form of deferred compensation which is received when the employee leaves employment. The City also offers competitive benefits, participation in the Minnesota Public Employees Retirement Association, and a relocation package.



## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2693>

This position is open until filled; first review of resumes occurs on October 5, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com) or 651-223-3053.

For more information about the City, please see their website at:

<http://www.rochestermn.gov/>

The City of Rochester is an Equal Opportunity Employer.



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