



# City of Minot

## CITY MANAGER

**\$106,041 - \$157,418**

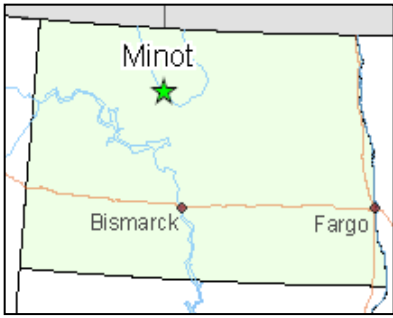
*Plus Excellent Benefits*

*Apply by*  
**August 21, 2016**  
*(open until filled)*

***P*ROTHMAN**



## WHY APPLY?



Located in north central North Dakota, Minot is an exceptional community with beautiful neighborhoods, friendly residents, and a healthy economy. The City encompasses 27

square miles of land representing the best of both worlds—the technology and cultural opportunities of a big city and the friendliness and security of a small town.

The City is going through unprecedented growth and change and is looking for a dynamic and energetic individual who can lead the city through this. If you are an enterprising public sector professional who desires to work for an energetic community with a bright future, this is the right position for you!

## THE COMMUNITY

Founded in 1887, Minot became known as the “Magic City” many decades ago when it experienced rapid growth, attributed to expansion of the railroad. North Dakota was founded on agriculture which today remains as the number one economic industry. Recent estimates have placed the population at 50,000 residents, with an additional 5,600 individuals residing at Minot Air Force Base located 13 miles north of the City.



Today, the City is again facing an exciting time of fast paced growth with the development of the Bakken oil formation in western North Dakota. The state now ranks as number two in the nation for oil

production. Oil industry activity has assisted Minot and North Dakota in maintaining a very low unemployment rate and in drawing other industries to the area.



Just an hour from the Canadian border and close to Bismarck and Rugby, Minot is a major trading center for the area. The Souris River goes through the middle of town, carving a picturesque valley in the middle of the flat prairie. North Dakota's four seasons present many options to explore family friendly recreational activities, including golf, fishing, swimming, biking, and skiing. Residents have access to excellent medical care and top-notch education, with a variety of public and private schools.

The City of Minot supports a wide range of community activities and events involving visual arts and theater, shopping, dance and music. Minot is proud to be home to the Norsk Hostfest, North America's largest Scandinavian festival. The Minot Park District consists of 21 different parks, well maintained trails through the city, public and youth golf courses, a swimming pool and splash pads and the Roosevelt Park Zoo, one of the top zoos in the region. The North Dakota State Fair Center is home to many large events, including the North Dakota State Fair, rodeos, college hockey games and more.

Minot residents take pride in their friendly people, clean and attractive environment, low crime rate, active arts community, quality education, recreational activities, reasonable cost of living, and small town values. In 2010, Forbes ranked Minot #12 on its list of “Best Small Cities to Raise a Family.”



## THE CITY

The City of Minot is a full service city with 400 fulltime personnel and has a total combined operating and capital budget of \$124 million for 2016. Minot operates under the Council-Manager form of government. The City Council consists of 14 elected members representing 7 City Wards. An elected mayor serves as chair to the City Council, but only casts a vote to break a tie. Chuck Barney has been serving as mayor for 2 years.



## THE POSITION

Appointed by and under the policy direction of the City Council, the City Manager is actively involved in planning, directing and coordinating the services of city departments and providing executive support and direction to department heads and staff. The City Manager takes a strong leadership role in the areas of strategic planning and implementation, communication at all levels of the organizations, finance and budget, economic development and re-development, and building community consensus.

### Other responsibilities include:

- Coordinates, prioritizes, assigns and evaluates the work of department heads and support staff; provides counseling and training as needed.
- Directs the preparation of the annual budget and presents budgetary recommendations to the City Council; oversees budgetary execution and control and recommends or approves budgetary adjustments in keeping with city policies.
- Provides executive leadership for major city functions; coordinates the work of city departments among themselves and with related fed-

eral, state, and local agencies; plans for future development, growth maintenance, and expansion of public services.

- Supervises and participates in preparing agenda and agenda materials for the City Council's consideration; evaluates plans for effecting Council policies; plans and oversees the preparation of regular and special reports for the City Council and the public.
- Represents the city government in dealing with state legislative and executive officers, federal administrative agencies, officers of local governments, and community groups.
- Appoints department heads and other personnel, as provided by ordinances.
- Advises City Council in financial and legislative matters; provides recommendations regarding revenue sources, management of financial activities, investments and indebtedness, and utilization of available federal/state grants and matching fund programs.
- Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of department heads and support staff.

## CHALLENGES & OPPORTUNITIES

**Ongoing Flood Recovery:** The City of Minot experienced a catastrophic flood in 2011 that required the evacuation of over 11,000 residents from their homes, almost one-third of the City population. A long term plan for flood protection has been proposed with completion subject to the availability of funding. The completion of this project could take up to 20 years, and will cost an estimated 820 million dollars to complete.

**National Disaster Resilience Competition Funding Awarded:** The City of Minot was recently awarded \$74.3 million through the Housing and Urban Development National Disaster Resilience Competition. The City Manager will help to direct and guide staff in use of this funding for reduction of flood risk and increased resilience, building affordable and resilient neighborhoods and fostering economic resilience and diversification.

**Diversity In Development:** Currently, the area has seen growth due to a surge in activity from the oil and gas industry. It is important to encourage diverse business growth with long term jobs so as to ensure the City is not overly dependent on one industry for economic health.

**Affordable Housing:** Addressing the affordable workforce housing needs for Minot will help to ensure the community remains an outstanding place to live and work. This will also help to promote a diverse economy that can provide quality jobs in the future beyond those created in the oil and gas industry.

**Having A Vision For The Future While Maintaining Sustainability:** Strategic planning is essential in a rapidly growing city. As Minot sees growth in population, there needs to be future planning for expanding the City footprint with potential urbanization of areas. This vision must also include addressing the need for new infrastructure and services and understanding the impact on current infrastructure. There must be a plan to meet our current needs without compromising the ability of future generations to meet their needs.



### IDEAL CANDIDATE PROFILE

Minot is seeking an experienced manager and leader who understands all aspects of municipal government. He or she will have had previous experience in an organization of similar size and complexity recognized for excellent customer service and continuous improvement. The ideal candidate will be honest, hard-working, and approachable by citizens, staff and council and must have a "can-do" attitude and be optimistic in addressing the issues impacting Minot.

Two main factors directing change in Minot are the recovery from the catastrophic flood in 2011 and management of projects to be funded with the award from the National Disaster Resilience Competition. The ideal candidate must have a successful record of developing relationships and forging partnerships with county, state and federal elected officials. He or she must be tenacious in searching

out and attaining state, county and federal funds and must be able to develop and implement strategic plans to assure that responsible development and redevelopment is taking place in Minot.

The next City Manager will have excellent skills in working with the Mayor and council members, both individually and as a corporate body, and will have highly developed skills in assisting councils in reaching consensus and supporting the Council as policy decision makers. The candidate must work to individually develop a means of communication to keep the elected officials apprised of all that is going on in the city and must assure that the Mayor, city council and council committees have the appropriate materials in a timely manner. The successful candidate must be confident in his/her management of the city and be willing to introduce and advocate for an idea or opinion that could be controversial.

Minot is seeking a manager with a proven track record of responsible budget and financial management, and demonstrated ability to administer, make sound management decisions, and initiate work without direct supervision. The ability to deliver results, build accountability for staff, and create a positive working environment will be important as Minot moves forward. Strong skills in dealing with the media will be a plus.

The ideal candidate will need to gain an understanding of the culture of the community and have the skills to relay messages in an optimistic manner. He or she must be active with local residents and the business community and will be expected to become a member of a local service club and be willing to participate on key community committees and attend various community events. The candidate needs to be a consensus builder and, where appropriate, be decisive with decision making.



**EXPERIENCE & EDUCATION**

A bachelor's degree from an accredited college or university in public or business administration, or related field; a master's degree is desirable; and at least five to seven years of progressively responsible experience in municipal government, including three years of senior management responsibility is required. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

**COMPENSATION & BENEFITS**

- **\$106,041 - \$157,418 DOQ**
- Medical
- Optional Dental
- Retirement
- Annual Leave
- Sick Leave, 9 City Paid Holidays
- Life Insurance
- Disability Benefits
- Car Allowance

The City of Minot is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 21, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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