

WELCOME TO

BARNESVILLE

MINNESOTA

SEEKING TO FILL THE POSITION OF
CITY ADMINISTRATOR

SALARY: \$100,000 to \$130,000



THE COMMUNITY



The City of Barnesville lies in West Central Minnesota just inside the boundary of what used to be the glacial Lake Agassiz. As part of Clay County, Barnesville is centrally located between Fargo-Moorhead and Fergus Falls, Wahpeton-Breckenridge, and Detroit Lakes on Interstate 94. Barnesville is a 25-minute commute in any direction. There are over 2,900 residents who are proud to call Barnesville home. Located on the edge of the Red River Valley, the City is surrounded by beautiful terrain including flat fields, rolling hills, creeks, and lakes.

Barnesville is a growing community with a median age of 36. With approximately 86 businesses in town, Barnesville has everything one needs to thrive including medical, dental, optometry, banking, grocery, fuel and more. The business sector, as well as city services of fire, police, ambulance, library and public works, help make this community a quality place to live and work.

Barnesville is seeing a significant amount of new housing growth and has a wide variety of available and affordable housing options within the community. The City offers attractive incentives with 2 Year Property Tax Rebate plus up to \$1,500 utility credit when you build a new home or a \$500 utility incentive when you purchase an existing home.

The City also offers great resources for new and existing businesses. The Barnesville Commercial Park is a 47-acre park with shovel ready sites for development. Natural gas and fiber optics are in place for the park which is zoned C-3 Commercial Park and I-1 Light Industrial. The park is conveniently located near vital transportation links including Interstate 94.

This small town offers a high quality of life, low crime, and less traffic making Barnesville the perfect place to call home. When it comes to "bedroom communities, to Fargo-Moorhead, Barnesville would be considered premiere!

EDUCATIONAL OPPORTUNITIES



The Barnesville School District offers public education to the students of community. The district serves approximately 850 students between its two facilities. Atkinson Elementary School is a K-6 building that consists of four sections each of grades K-2 and three sections each of grades 3-6. In 2015, Atkinson Elementary was named a Rewards School because of its high achievements. Barnesville High School is a 7-12 building with approximately 450 students. The school boasts a 93% graduation rate and has been ranked at or near the top with area school districts in its MCA testing in Math, Reading, and Science scores. Every K-12th grade student receives an iPad to enhance their learning opportunities.

On August 13, 2019, voters in the Barnesville School District approved a \$27,550,000 building bond for additions and remodeling of Atkinson Elementary and Barnesville High School. Eight new classrooms were constructed at Atkinson Elementary School and the special education areas were remodeled. A new gymnasium, elevated track, 650-seat auditorium, locker rooms, music rooms and a commons area were constructed east of the high school. At the high school, the science lab, special education, and industrial technology areas were remodeled. Additionally, there were HVAC, Life Safety, and ADA upgrades and some office and restroom remodels.

HEALTHCARE



Quality healthcare in Barnesville is provided by Barnesville Area Clinic which has been part of Lake Region Healthcare since 2014.

The clinic is a full-service outreach facility that provides access to primary care as well as Obstetrics/Gynecology, General Surgery services, and much more.

RECREATION AND COMMUNITY EVENTS



The Barnesville community is full of fun activities and events that take place throughout the year. The free Clay County Fair is held in Barnesville each July and features musical entertainment, carnival rides, delicious food items, animals, and much more. Potato Days is a popular event held each August where over 18,000 people come to the City to enjoy two days of potato activities including mashed potato wrestling and potato car races, as well as foods made of potatoes such as french fries, dumplings, and potato pancakes. Other popular events including the Memorial Day Event, Show 'n Shine Car Shows, and Miracle on Front Street Christmas.



Barnesville boasts a quality parks system of 13 parks including Blue Eagle Park and McGrath Park. Families can enjoy neighborhood playgrounds, a skate park, dog park (summer)/ice-skating rink (winter), walking paths, picnic areas, and fishing and swimming lessons at Blue Eagle Lake. Blue Eagle Park features a sledding hill. At McGrath Park, kids can enjoy the free Kava Family Splash Pad or play a round on the 9-hole disc golf course. There are also 3- and 5-mile walking and biking routes that are mapped within the community.

One of the most well-maintained municipal golf courses around is the Willow Creek Golf Course of Barnesville. This is a challenging 9-hole course that winds around Whiskey Creek.

THE ORGANIZATION

The City of Barnesville is governed by a Mayor and a six-member City Council. The City is divided into three wards with two Council members representing each ward.

The City Administrator oversees the operation of the City and serves as the chief administrative officer. There is a strong Economic Development Board, Parks and Recreation Board, Planning & Zoning Board, Telephone, Electric, and Cable Board (TEC) Board, and staff in place to work in collaboration with the new City Administrator.

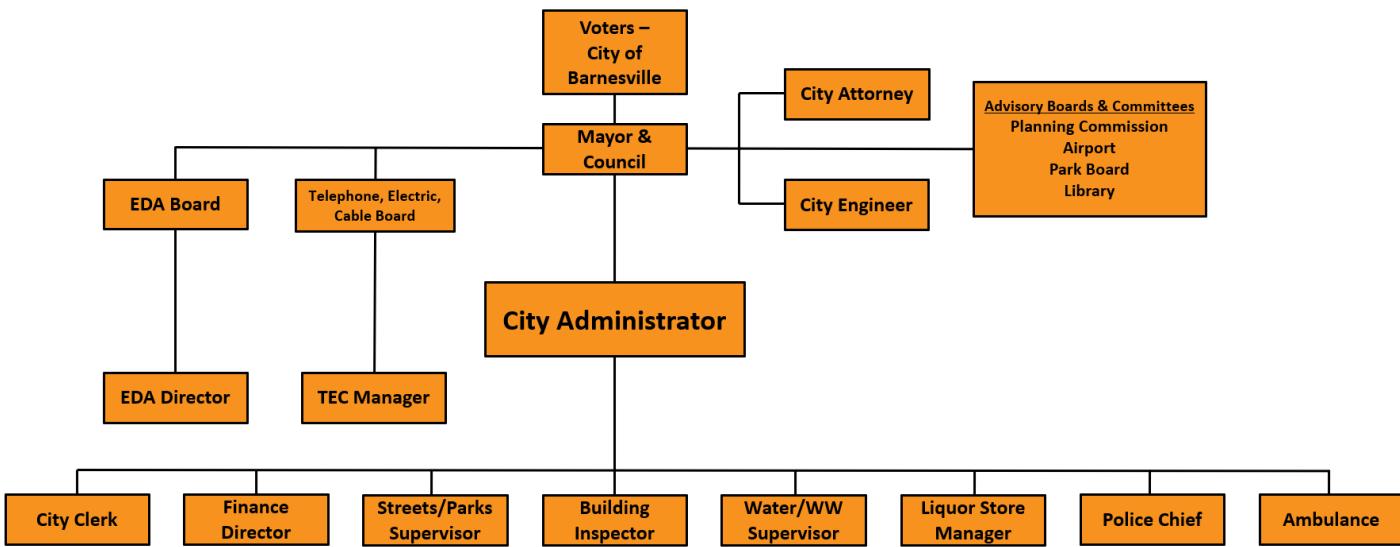
The City is fortunate to have many long-term department heads that the new Administrator can rely on for their experience and strengths they bring to their department and the organization as a whole.

Barnesville provides a full range of services to its community members. The City is very unique in that it owns and operates the telephone, electric, cable tv, and internet services for the community. A portion of the revenues generated from these utilities are transferred back to the general fund.

The City currently employs 25 full-time staff, seven permanent part-time staff, several paid on-call ambulance staff, and several seasonal staff.



ORGANIZATIONAL STRUCTURE



BUDGET INFORMATION

	2021	2022
General Fund		
General Government (Council, Administration, etc.)	2,138,474	2,171,379
Parks/Golf	624,225	708,041
EDA/Main Street	344,485	304,189
Debt	383,812	461,306
Subtotal	3,490,996	3,644,915
Enterprise Funds		
Water	656,315	577,105
Sewer	643,216	694,148
Liquor Store	665,437	785,630
Sanitation	287,255	344,160
Electric	2,384,947	2,280,418
Telephone	1,256,035	1,287,912
Broadband	360,696	387,301
Cable TV	416,542	365,999
Ambulance	626,812	630,262
Subtotal	7,297,255	7,352,935
Total All Funds	10,788,251	10,997,850

ESSENTIAL DUTIES OF THE POSITION

- Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources.
- Plans and organizes workloads and staff assignments.
- Trains, motivates, and evaluates assigned staff.
- Reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads.
- Makes presentations to Council, boards, civic groups, and the general public.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Prepares annual budget requests.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances.
- Performs or assists subordinates in performing duties; addresses errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Represents the City at conferences, seminars, and meetings.
- Serves as the Planning and Zoning Administrator.
- Performs the duties of Human Resources Director.
- Serves as chief arbitrator with City staff, unions, and customers.
- Performs other duties and assumes additional responsibilities as directed by the City Council to ensure efficient running of all City departments.

DESIRED ADMINISTRATOR ATTRIBUTES

- Possess strong public financial management and budget skills.
- Be a skilled communicator who can effectively interact with the Council, staff, and citizenry.
- Be patient.
- Understand and appreciate the value of being present and involved in the community.
- Be accountable.
- Be forthright and fair in dealing with all people.
- Understand the complexities of enterprises operated by the City including telephone, electric, cable tv, and several others.
- Be confident and secure.
- Value and appreciate input from staff and community members.
- Be responsive to employees, the public, and the Council.
- Understand the importance of being a team member and team leader.
- Be a good listener.
- Be honest with all.



PRIORITIES AND GOALS FOR THE NEW ADMINISTRATOR

- Continue to build upon the growth of the community and assist the Council in developing a long-term vision for growth that is efficient and effective.
- Help the Council strengthen and enhance reporting relationships pertaining to the various enterprises operated by the City.
- Enhance communication with the community through a variety of communication modalities.
- Build upon existing financial management and budgeting strengths.
- Help facilitate planning and implementation for upcoming major capital improvement for roads.
- Work with the Council, community groups, and other organizations to help identify and plan for future community needs related to growth.
- With the Council and department leaders, continue to build upon teamwork and help ensure all are pulling in the same direction.

POSITION ANNOUNCEMENT

CITY: BARNESVILLE, MINNESOTA
POSITION TITLE: CITY ADMINISTRATOR
SALARY: \$100,000 TO \$130,000
APPLICATION DEADLINE: 11/14/2022

JOB SUMMARY:

Performs high-level administrative, technical, and professional work in directing and supervising the administration of government. Ensures all City services are provided to citizens in a timely and cost-effective manner.



View the full position profile at <https://www.ddahumanresources.com/active-searches>.

MINIMUM QUALIFICATIONS:

A bachelor's degree in Public Administration, Political Science, Business Administration, Finance, or related field, and five years or more of related experience and/or training, or equivalent combination of education and experience.

APPLY:

Visit <https://daviddrown.hiringplatform.com/132815-barnesville-city-administrator/497213-application-form/en> and complete the process by November 14, 2022. Finalists will be selected on December 5, 2022, and final interviews will be held on December 21, 2022.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



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