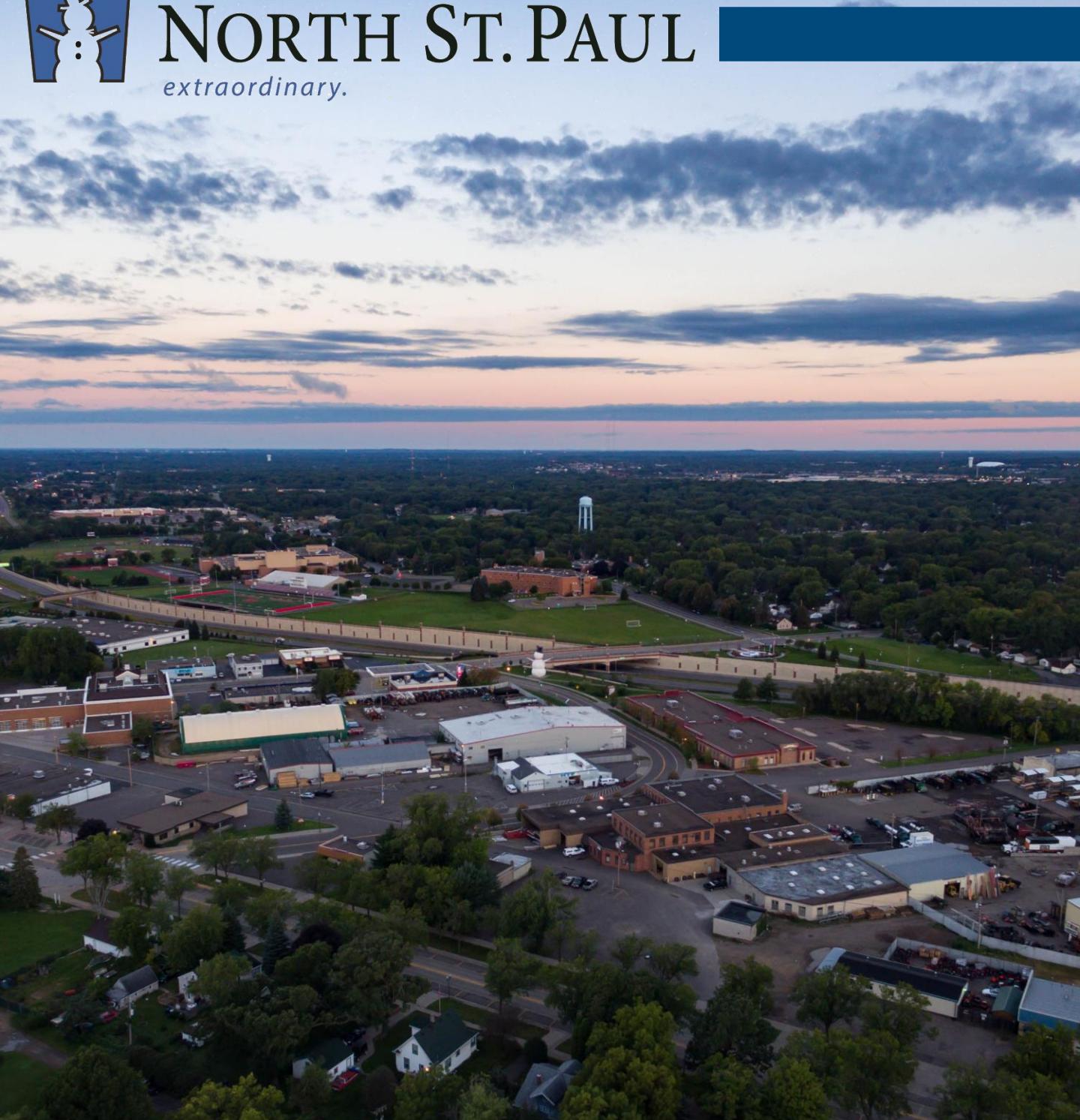




NORTH ST. PAUL
extraordinary.



CITY MANAGER POSITION

Salary Range: \$124,113 to \$155,106



Welcome to North St. Paul!

With over 130 years of history, the City of North St. Paul, Minnesota, offers a close-knit, small-town atmosphere rooted to its past while embracing the innovative cultural, educational, and recreational opportunities of the larger surrounding metropolitan area. As a first ring suburb, the close proximity to St. Paul and the rest of the metro area provides access to diverse job opportunities and quality healthcare. North St. Paul can best be recognized by its legendary landmark, the world's largest snowman, that stands 44 feet tall, weighs 20 tons, and has a 16-foot smile.

With a population of 12,364 residents, the City of North St. Paul encompasses just over 3 square miles and is located in northeastern Ramsey County.

While many residents have grown up in North St. Paul, recent development is bringing more and more people into the City as first-time residents.

Quality of life is a large draw for City residents. The quaint downtown, recently improved through street, utility and sidewalk reconstruction, traffic flow updates, and landscaping enhance the sense of community and are complimented by abundant parks and peaceful neighborhoods. The beautiful Gateway Trail, an eighteen-mile trail that connects downtown St. Paul to Pine Point Park in Washington County, brings hundreds of thousands of people through North St. Paul every year and offers residents quick and easy access to one of the most popular multi-use trails in Minnesota.





Economic Vitality

Because the City of North St. Paul is fully developed, renewal and redevelopment are the key focus of the City. Highway 36 functions as the regional connection for much of North St. Paul. South of Highway 36 is 7th Avenue East which is the Main Street of the City. The downtown district is a civic center for the City where significant investment has gone into the City Hall building and the Fire and Police Station. Many of the stores are independent retailers that provide a range of services from restaurants and bars to auto parts. As North St. Paul continues its move toward updated infrastructure and compact development, standards for quality design ensure that the aesthetic character of the downtown remains.

North St. Paul has several major employers in the community including ISD 622 Public Schools, Target, Berwald Roofing, Inc., REM Ramsey, T.A. Schifsky & Sons, Inc., Ideal Credit Union, Old National Bank, Custom Millwork, Anderson Cabinet, and Burger King.

With a Redevelopment Master Plan recently adopted by the City Council and a 20-year Capital Improvement Plan in progress, many development projects are happening in the City. These development projects include the Anchor Commons development, with apartments and townhomes, as well as the Sentinel development, with market-rate apartments, retail, and restaurants.

Like many other communities around the region, the population in North St. Paul is trending more toward aging adults, and that trend is expected to continue. Providing adequate housing and services for residents of all ages has been and will continue to be a priority for the City. The City may expect a growth of around 600 households and 500 new jobs over the next 20+ years.





NORTH ST. PAUL

extraordinary.

Educational Opportunities

The North St. Paul-Maplewood-Oakdale School District #622 provides high quality, life-long educational opportunities. Serving over 10,500 students in grades K-12, District 622 encompasses 42-square miles and includes all or portions of seven communities within the Twin Cities Metropolitan Area – Lake Elmo, Landfall, Maplewood, North St. Paul, Oakdale, Pine Springs, and Woodbury. The District is comprised of nine elementary schools (K-5), three middle schools (6-8), two high schools (9-12), two early childhood education centers, a learning center, a transition program, and a senior center. The District is also now offering a new comprehensive online High School called 622Online. Students can choose to take a full schedule of classes online or a combination of online and in-person classes. District 622 boasts nationally-recognized programs at the high school level, and students regularly receive state and national recognition for their achievements in academics, arts, athletics, and community service. There are also private educational options available right in the City of North St. Paul. St. Peter Catholic School offers a comprehensive Christian education to approximately 236 students in grades PreK-8. Christ Lutheran School offers a Christ-centered curriculum to over 120 students in grades Pre-K-8.

Healthcare



Entira Family Clinics are conveniently located in many neighborhoods throughout the East Metro and have a strong history in the community, as they have been serving the area for over 50 years.

At the North St. Paul Clinic, patients are afforded a comprehensive list of services provided including diabetes education, family medicine, home health care, immunizations, lab and radiology services, minor office surgeries, and much more.

Entira Family Clinics is physician owned and operated.





Recreational Activities & Events



North St. Paul is home to many parks and programs offered to its residents and visitors. The City boasts 14 parks, three nature preserves, the popular Gateway State Trail, and two recreational lakes - Casey Lake and Silver Lake.

The 33-acre Casey Lake Park is the cornerstone of the park system and features a newer indoor park facility (2016) as well as a playground area, biking and walking trails, a fishing pier, a tennis court, skating and hockey rinks, and three baseball fields. In fact, the Minnesota Twins donated \$25,000 toward field improvements on the adjacent baseball field which is named after Jerry Bell, a life-long North St. Paul resident and former President of the Minnesota Twins Baseball Club.

The beautiful Gateway State Trail, an eighteen-mile trail

that connects downtown St. Paul to Pine Point Park in Washington County, brings hundreds of thousands of people through North St. Paul every year and offers residents quick and easy access to one of the most popular multi-use trails in Minnesota.



The Southwood Nature Preserve and the Urban Ecology Center are active native landscape and wetland restoration projects.

Southwood features woodchipped trails that lead you through various ecosystems of emergent shoreline, wet meadow, mesic prairie, savanna, upland prairie, oak forest, basswood forest, and a cottonwood/silver maple flood plain. The Urban Ecology Center is a 24-acre wetland restoration project along the Gateway Trail. The site includes an open space and walking trail and is a valuable wildlife habitat area and natural park amenity.

North St. Paul is also home to the North Star Museum of Boy Scouting & Girl Scouting. This institution features more than

150,000 artifacts, photos, publications, films, and sound recordings relating to the history of both Boy Scouting and Girl Scouting in the Dakotas, Minnesota, Wisconsin, and Iowa areas.

Popular community events provide fun for all ages. Friday nights from June-September are full of excitement as the History Cruzers Car Show takes over downtown North St. Paul. This popular event draws 700-1,800 cars each week. The street is closed to other traffic for the night and street vendors, music and food highlight this fun event.



Another long-standing event that draws in a crowd is the Fall Round Up Parade. This event celebrates the community with a fun, family-friendly parade and post-parade celebration.



The Organization



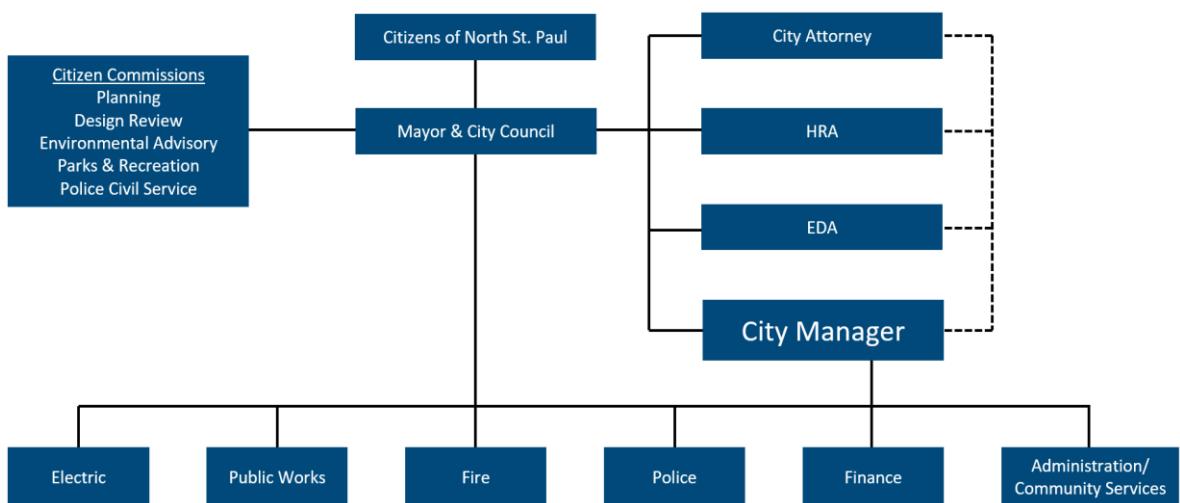
The City of North St. Paul operates under the Council-Manager form of government. Policymaking is vested in a City Council that consists of a Mayor and four Council members. Each member serves a four-year term. The Council is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances set by the Council, overseeing the day-to-day operations of the organization, hiring/dismissing staff, and appointing the department heads.

The City provides a full range of services including general government, public safety,

public works, parks and recreation, and economic development. They also operate a number of enterprise activities including electric, water, surface water, waste water, fiber optic, and solid waste. The City is committed to maintaining a strong financial condition while continuing to provide these services to residents and businesses of the community.

The City Hall complex houses the Council Chambers, Administration, Finance, Community Development, and Parks & Recreation Departments, along with the Police and Fire/EMS operations. The spacious Public Works facility is the site of the municipal wind turbine. North St. Paul, along with ten other communities, is part of the Minnesota Municipal Power Agency (MMPA) which provides a citizen-owned and locally operated commercial and residential electric utility. Each member city generates clean, renewable electrical power through a municipal wind turbine in order for MMPA to achieve its goal of 25% renewable sources by 2025.

The City of North St. Paul currently employs 54 full-time and 5 part-time staff members.





Budget Information

	2020	2021	2022
Levy Supported			
General Fund- Total	7,849,570	7,493,912	7,932,803
City Council	123,973	109,605	103,872
Administration	504,653	478,642	495,349
Elections	26,674	31,364	31,664
Finance	298,192	340,863	379,447
Community Development	300,807	298,045	303,429
Police	3,143,152	3,089,461	3,411,892
Fire	1,066,928	1,086,847	1,121,471
Building Inspections	393,950	221,501	222,619
Street Maintenance	1,029,693	1,033,303	1,118,558
Forestry	210,673	217,366	230,656
Parks	585,567	569,650	490,234
Recreation	165,308	17,265	23,622
Housing and Redevelopment Authority	348,826	113,797	480,007
Economic Development Authority	41,265	42,282	93,377
Non-Levy Supported			
Enterprise Funds			
Electric	9,173,278	9,221,825	10,274,319
Water	1,357,300	1,375,368	1,463,185
Waste Water	2,037,358	1,997,156	2,066,275
Surface Water	731,077	730,227	606,294
Solid Waste	967,120	982,042	1,031,213
Fiber Optic	140,179	143,840	99,400
Internal Service Funds			
Information Technology	225,212	365,248	412,734
Insurance	356,059	408,242	433,904
Equipment	15,000	1,379,355	868,000
City Mechanic	213,408	11,188	18,697
Building Maintenance	214,482	255,902	425,832
Special Revenue and Capital Project Funds			
Community Center	52,720	52,720	58,437
Street Maintenance	174,000	350,000	604,549
Community Event	25,000	0	58,437
Fire Relief	69,500	73,500	96,000





Essential Duties of the Position



- Keeps the Council fully advised of all significant matters and effectively presents all items which require Council action or approval.
- Responds promptly and effectively to Council requests.
- Directs preparation of agendas and attends meetings of the City Council.
- Ensures City code and Council directives are correctly interpreted, communicated, and implemented.
- Sets goals and strategies and creates a positive organizational culture for the City.
- Ensures that overall City objectives are being met.
- Enforces and recommends changes to ordinances and resolutions.
- Directs the annual planning and budgeting processes for review and consideration by the City Council and oversees the operations within established fiscal parameters.
- Ensures the financial integrity of the City.
- Ensures the effective and efficient delivery of quality City services.
- Provides leadership in identifying City problems and developing solutions for them.
- Ensures that citizen requests and concerns are effectively and efficiently responded to and resolved.
- Cultivates positive relationships with City staff, residents, and businesses.
- Works collaboratively with other public agencies such as schools, cities, counties, etc., participates in community associations and events, and connects with businesses.
- Supervises and assesses performance of all department heads and other direct reports.
- Ensures all city policies are enforced and adhered to.
- Appoints and removes all City personnel.
- Carries out disciplinary actions.
- Performs other job-related responsibilities as appropriate or directed by the Council.





Goals & Priorities

1. Build a cohesive, integrated, and synergistic department

- Work with Council to reorganize the department structure adding additional positions as needed to ensure appropriate staffing levels
 - Engage through strategic planning and goal-setting
- Delegate duties accordingly
- Create a culture of teamwork
 - Communicate a shared vision and clarity of purpose
- Focus on effectiveness, not only efficiency
- Conduct annual staff evaluations/performance reviews
- Build trusting relationships with Council, staff, and residents
 - Increase transparency
- Stay educated on trends and opportunities.
 - Build and maintain relationships with local, regional, and state-wide stakeholders

2. Coordinate existing projects/plans

- Street and Utility Reconstruction Plan
- Capital Improvement Plan (CIP) – comprehensive with showing levy impact and identifying other sources of revenues – long-range financial management plan
- Current multi-family housing projects – Sentinel Residence, Anchor View Apartments, and 7th Street Townhomes

3. Assess needs and opportunities; plan for future

- Integration and inclusion of new residents
- North side water tower
- Community Center facility
- Downtown revitalization
 - Connecting Gateway users to downtown
 - Placemaking – Hwy 36/120 interchange

Desired Attributes

- Demonstrates high professional integrity, financial transparency, and strategic thinking.
- Provides leadership that aligns with the City's mission and vision.
- Possesses emotional and cultural intelligence; works collaboratively and builds and sustains trust.
- Communicates clearly and effectively. Is responsive to the Council and residents.
- Empowers staff in their work, demands accountability, and gives constructive feedback.
- Fosters relationships with staff, the community, and local, regional, state, and national policy makers.
- Is a proven leader who has developed a culture where staff feel valued and not micromanaged.
- Demonstrates active involvement in relevant professional associations and networks.
- Takes an active role at the county and state legislative levels to solicit support for City projects.
- Uses data to analyze and support policy.
- Stays current of trends, opportunities, and resources; is innovative and flexible, seeking creative solutions
- Is passionate about community and is visible, accessible, approachable, and has a sense of humor.



NORTH ST. PAUL

extraordinary.

Position Announcement

City: North St. Paul, Minnesota

Position: City Manager

Salary Range: \$124,113 to \$155,106

Application Deadline: 07/20/2022



NORTH ST.PAUL

Job Summary: As the Chief Operating Officer of the City, the City Manager provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Manager is responsible for hiring and supervising City staff and is responsible for the management of all functions through department heads. The Manager is also responsible for the development and implementation of strategic operating and CIP budget plans, delivery of quality service to citizens, and for compliance with all legislative, judicial, and administrative obligations established by higher authority. The Manager serves as the Executive Director of the HRA, Emergency Management Director, and appointed representation to the MMAA.

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

Minimum Qualifications: Master's degree in Public Administration or related field, and a minimum of five years of leadership experience in high level management positions in a government organization.

Apply: Visit <https://daviddrown.hiringplatform.com/111013-north-st-paul-city-manager/379286-application-form/en> and complete the process by July 20, 2022. Finalists will be selected on August 8, 2022, and final interviews are scheduled for August 31, 2022.

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