

The City of **ARLINGTON**



City Administrator

Salary: \$90,958 to \$125,299



Located in Sibley County, the City of Arlington offers a welcoming small-town atmosphere with convenient access to the Twin Cities metropolitan area, approximately one hour to the southwest. With a population of just over 2,000 residents, Arlington provides a close-knit, family-friendly environment where community pride, volunteerism, and civic engagement are strong.

Arlington serves as a regional hub for surrounding rural communities, supporting a stable and diverse local economy rooted in agriculture, light manufacturing, and locally owned businesses. Its historic downtown features a mix of retail, dining, and service establishments that contribute to the City's charm and vitality, while ongoing efforts continue to support business retention and thoughtful development.

Residents and visitors enjoy a variety of amenities, including well maintained parks, recreational facilities, and access to outdoor activities that highlight the area's natural beauty. Community events such as seasonal festivals, local celebrations, and activities at the Arlington Raceway foster a strong sense of connection and tradition throughout the year.

The community is supported by quality educational opportunities and benefits from access to nearby healthcare services and regional employment centers. Arlington's affordability, accessibility, and high quality of life make it an attractive place for families, professionals, and businesses alike.

With a dedicated City Council, professional staff, and engaged residents, Arlington is focused on maintaining its strong infrastructure, supporting responsible growth, and preserving the character and values that define the community. The City continues to look forward with a commitment to long-term sustainability, economic vitality, and enhancing the quality of life for all who call Arlington home.

Education

Students of Arlington are served by the Sibley East School District, which provides comprehensive PreK–12 educational opportunities with a strong emphasis on student achievement, extracurricular involvement, and community connection. In addition, Arlington is home to St. Paul’s Lutheran School (PK–8), offering a private, faith-based education option. Families also have access to additional parochial and private school opportunities in nearby communities, along with higher education institutions located within commuting distance in the Twin Cities and surrounding regional centers.



Healthcare

Residents of Arlington benefit from access to local and regional healthcare services anchored by Ridgeview Sibley Medical Center, a full-service medical campus providing emergency care, inpatient and outpatient services, imaging, rehabilitation, and specialty care. Ridgeview Clinics in Arlington further supports the community with primary and specialty clinic services, including orthopedics, OB/GYN, and rehabilitation. Specialty services are also available locally through providers such as the Allina Health Minneapolis Heart Institute at Ridgeview Sibley Medical Center, offering cardiovascular diagnostics and care.

Recreation & Community Life

Arlington offers a variety of recreational opportunities that contribute to a high quality of life. The community maintains well kept parks, playgrounds, ballfields, and recreational facilities, along with access to trails and open spaces that highlight the area’s natural beauty. Community events and local traditions are a central part of life in Arlington. Annual celebrations such as Arli-Dazzle, seasonal festivals, and holiday events bring residents together throughout the year. The Arlington Raceway, a well-known regional attraction, hosts regular racing events during the summer months and draws visitors from across the area. Additional activities, including youth sports, community education programs, and civic events, further enhance opportunities for engagement and connection.



Economic Vitality

Arlington’s economy is rooted in agriculture, light manufacturing, and locally owned businesses, serving as a hub for surrounding rural communities. Key employers include a range of small to mid-sized businesses in production, retail, and services. The public sector, including the City, Sibley East School District, and Ridgeview Sibley Medical Center, also contributes significantly to local employment.

The historic downtown and business corridor support a variety of small businesses and restaurants, while the City remains focused on business retention and thoughtful growth. Arlington is known for its welcoming, small-town character and strong sense of community pride.



The Organization

The City of Arlington operates under a Council-Administrator form of government, with a five-member City Council consisting of a Mayor and five Council Members elected at-large. The City Council is responsible for setting policy direction, adopting ordinances, and establishing the City's strategic priorities, while the City Administrator is responsible for implementing Council direction and overseeing the day-to-day operations of the organization.

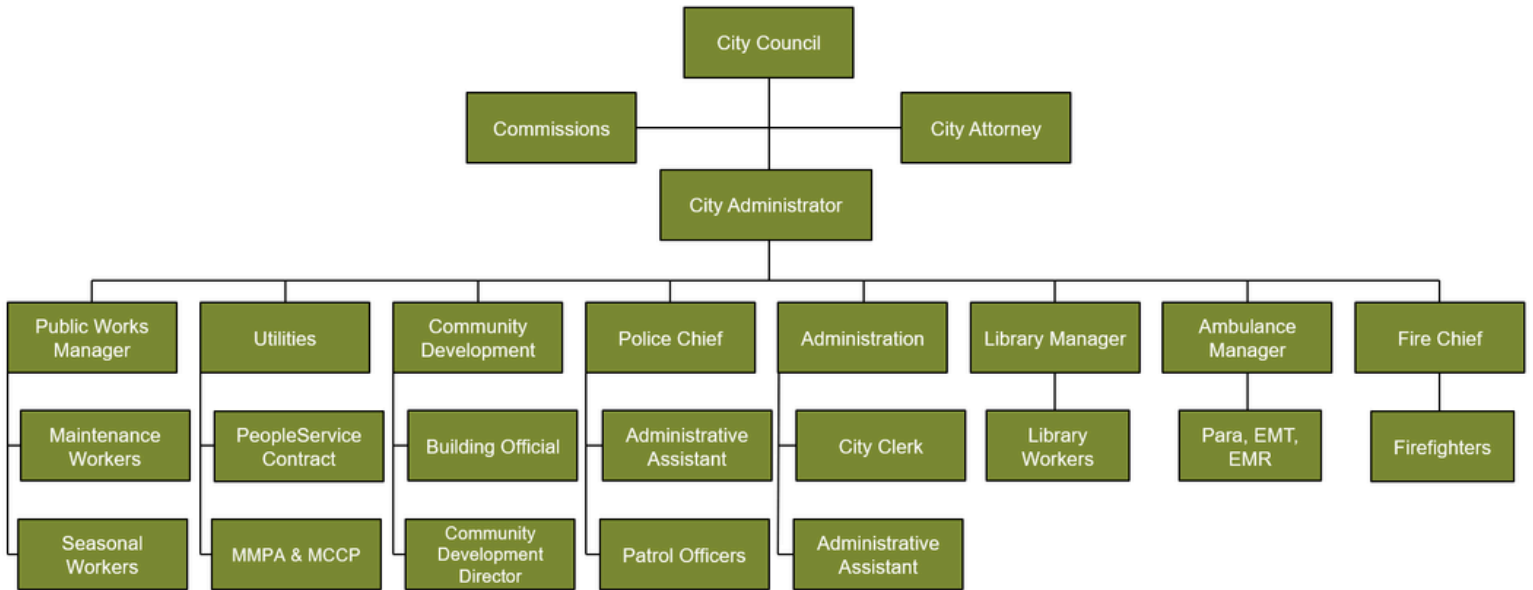
The City provides a full range of municipal services, including administration, finance, public works (streets and parks), utility services (electric, water, wastewater, and stormwater), contracted law enforcement, and a volunteer fire department.

Arlington's organizational structure is designed to be efficient and service-oriented, with a small but dedicated team of employees who often serve in multiple capacities. Department heads and key staff work collaboratively to deliver high-quality services, maintain infrastructure, and respond to the evolving needs of the community.

The City Administrator, who also serves as the Utilities Director, is the chief administrative officer and provides leadership in financial management, personnel administration, economic development, and long-range planning. This position works closely with the City Council, staff, contractors, and community stakeholders to ensure transparent communication, effective service delivery, and alignment with the City's goals.

With a focus on fiscal responsibility, operational efficiency, and customer service, the City of Arlington is committed to maintaining strong core services while planning for sustainable growth and future community needs.

Organizational Structure



Budget Summary

	2024	2025	2026
Council	39,299	39,300	39,424
Administrative Office	325,373	329,770	325,889
Elections	15,125	0	13,148
Assessing	10,940	10,940	10,940
Law/Legal Services	13,000	17,000	15,000
Planning and Zoning	96,100	99,142	110,541
General Government Buildings/Plant	20,255	35,055	37,693
Police Administration	556,740	616,319	643,413
Fire Stations and Buildings	40,000	40,000	5,000
Civil Defense	1,077	1,077	1,086
Animal Control	1,100	1,150	1,150
Public Works & Streets	553,352	611,376	598,271
Street Lighting	9,500	9,500	9,500
Park Areas & Recreation	91,356	91,565	103,292
Libraries	149,724	155,918	160,188
Economic Development	48,373	23,917	24,735
Total General Fund Expenditures	\$1,971,114	\$2,082,029	\$2,099,270

Core Duties of the Position

- **Leadership & Administration:** Direct and oversee all municipal operations, including supervision of department heads and staff; organize workload; implement and execute City Council policies; coordinate all municipal programs and services.
- **Human Resources Management:** Administer all personnel functions including staffing, performance evaluation, compensation, discipline, and organizational structure; make recommendations on hiring, promotion, and removal in accordance with Council policy.
- **Financial Management & Budgeting:** Oversee all financial operations, including accounting, investments, and fiscal controls; prepare and administer the annual budget and capital improvement plan; monitor financial performance; ensure compliance with Minnesota Statutes and sound financial practices.
- **Council Support & Governance:** Attend and participate in all City Council meetings; prepare agendas and materials; advise the Council on policy and operational matters; recommend ordinances, resolutions, and administrative actions; ensure enforcement of all City laws, ordinances, and the City Charter.
- **Records & Compliance:** Serve as custodian of official records and the City seal; execute and publish official documents; maintain administrative procedures and codes.
- **Planning & Operations Oversight:** Lead short- and long-term planning efforts; oversee City facilities and services (including community center, cemetery, library, and all municipal utilities); serve as Utilities Director with full responsibility for the oversight, operation, and performance of electric and water/wastewater/stormwater utilities; manage purchasing and contracting processes in accordance with Council approval.
- **Communications & Public Relations:** Serve as the primary spokesperson; prepare reports, news releases, newsletters, and social media communications; maintain transparent communication with the public and stakeholders.
- **Intergovernmental & External Relations:** Represent the City in local, regional, state, and federal matters; collaborate with public and private partners; stay informed on legislative and programmatic changes affecting the City; serve as the City's representative to external organizations, including the Minnesota Municipal Power Agency (MMPA).
- **Consultant & Contract Oversight:** Coordinate and monitor the work of professional service providers, including the City Attorney, Engineer, Auditor, Planning/Zoning and EDA consultants, and other contracted services.
- **Additional Duties:** Perform other duties as assigned by law, ordinance, or direction of the City Council.



Desired Attributes for the City Administrator

Financial, Operational & Technical Expertise

- Demonstrates strong financial acumen, including budgeting, capital improvement planning, and long-range forecasting, with the ability to clearly communicate financial information to the Council.
- Brings knowledge of municipal utilities, particularly electric operations and rate structures.
- Possesses experience in small-city operations, ideally with prior service as a City Administrator, Assistant Administrator, or department head.
- Skilled in securing and managing grants, leveraging state funding, and supporting local economic development and business retention.

Leadership Style & Management Approach

- Leads with a collaborative, approachable style while remaining confident and decisive in decision-making.
- Holds staff accountable while fostering positive, professional relationships.
- Delegates effectively, manages competing priorities, and avoids micromanagement.
- Demonstrates strong organization, follow-through, and attention to detail.

Communication, Transparency & Council Relations

- Communicates openly and transparently, ensuring the full Council is consistently informed without surprises.
- Provides regular updates, clear project status reports, and maintains consistent communication across departments.
- Listens actively, asks thoughtful questions, and maintains neutrality when navigating internal conflicts.
- Translates complex issues into clear, actionable information to support effective Council decision-making.

Community Presence, Fit & Professional Qualities

- Maintains a visible and engaged presence in the community, including participation in local events, partner meetings, and business outreach.
- While residency is not required, demonstrates proximity, responsiveness, and a strong commitment to the community.
- Personable, approachable, and consistent - creating an environment where staff feel comfortable sharing ideas and concerns.
- Understands and respects Arlington's rural, conservative, and fiscally cautious culture, and adapts leadership style accordingly.





Organization: City of Arlington, Minnesota

Position: City Administrator

Salary: \$90,958 to \$125,299

Benefits: Health, dental, and life insurance, HSA, PERA, paid time off, and more

Application Deadline: June 2, 2026

Job Summary: Responsible for planning, organizing, directing, and coordinating all municipal services and is considered the Utility Superintendent and Treasurer for the City. The City Administrator is also the Chief Administrative Officer of the City and is responsible for maintaining the City Charter, directing staff in the implementation of City Council policies, and coordinating the day-to-day operations of the City.

Minimum Qualifications: Bachelor's degree in Public or Business Administration, Accounting, Finance, or related field, and three (3) years of related public management experience. Experience in budgeting, economic development, and public utilities is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/390263-arlington-city-administrator/1485861-application-form/en> and complete the application process by June 2, 2026. Finalists will be selected on June 18, 2026, and final interviews will be held on July 15 and 16, 2026.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.