



# CITY ADMINISTRATOR

ESTIMATED HIRING RANGE: \$130,000 TO \$150,000



# Welcome to St. Paul Park!



St. Paul Park, Minnesota, is a welcoming and close-knit community nestled along the Mississippi River in Washington County. With a population of just over 5,000 residents, this small city offers a perfect balance between quiet suburban living and easy access to the vibrant amenities of the Twin Cities metro area. For those seeking a peaceful environment with a strong sense of community, St. Paul Park stands out as an ideal place to call home.

One of the City's most appealing features is its natural beauty. Residents enjoy picturesque river views, mature trees, and an abundance of parks and green spaces. Heritage Park and Riverside Park offer walking trails, picnic areas, and recreational facilities that bring families and neighbors together throughout the year. The City's location also provides convenient access to regional bike trails and outdoor activities like boating, fishing, and birdwatching along the Mississippi River.

St. Paul Park's strong community spirit is evident in its local events and family-friendly atmosphere. Annual celebrations such as Heritage Days and neighborhood gatherings foster connections among residents and create a welcoming environment for newcomers. The City also benefits from a safe, small-town feel, with active neighborhood watch programs and responsive public safety services.

For families, the South Washington County School District (ISD 833) provides quality education, with schools that are known for their dedicated staff and supportive learning environments. The City's proximity to Woodbury, Cottage Grove, and downtown St. Paul means that residents can easily access additional educational, recreational, and cultural amenities while enjoying the affordability and charm of a smaller community.

St. Paul Park also offers a variety of housing options, from historic homes to newer developments, all set in quiet neighborhoods with a strong sense of pride and ownership. Whether you're a first-time homebuyer, raising a family, or looking to downsize in retirement, the City has something to offer.

With its rich riverfront history, neighborly atmosphere, and convenient location just 15 minutes from downtown St. Paul, St. Paul Park is a hidden gem in the metro area. It offers residents the comfort of small-town living with the benefits of nearby urban resources, a combination that makes it a truly special place to live.



# EDUCATIONAL OPPORTUNITIES



St. Paul Park offers a wide range of educational opportunities for residents, primarily through the South Washington County Schools (SoWashCo Schools) district. This district serves the communities of St. Paul Park, Cottage Grove, Newport, Woodbury, and surrounding townships.

## Elementary Education

Young learners in St. Paul Park typically attend Pullman Elementary School or Pine Hill Elementary School. These schools focus on foundational skills in literacy, numeracy, and social development, fostering a supportive environment for early learning. Approximately 540 of the elementary students of the district attend Nuevas Fronteras Spanish Immersion Elementary School (NFSI). NFSI serves students in kindergarten through fifth grade and is an inclusive dual language immersion elementary school and the beginning of SoWashCo Schools K-12 Spanish Immersion Pathway.

## Middle School Education

As students progress, they move on to Oltman Middle School, which serves grades 6-8. Oltman Middle School offers a comprehensive curriculum designed to bridge the gap between elementary and high school, emphasizing critical thinking, collaboration, and personal growth.

## High School Education

High school students from St. Paul Park attend Park High School, located in nearby Cottage Grove. Established in 1914 and relocated to its current building in 1965, Park High School serves students from Cottage Grove, St. Paul Park, Grey Cloud Island, Newport, and Denmark Township. The school offers a diverse curriculum, including Advanced Placement (AP) courses and is an International Baccalaureate (IB) World School, providing students with opportunities for advanced learning and college preparation.

## Alternative and Specialized Programs

SoWashCo Schools also offers alternative education options, such as the South Washington Alternative High School and SoWashCo Online, catering to students seeking non-traditional learning environments. Additionally, the district provides programs like Community Education, Early Childhood Family Education, and the Next Step Transition Program, supporting lifelong learning and development for residents of all ages.

## Private School Education

St. Paul Park offers two private, faith-based schools: Hope Christian Academy (Pre-K-12), a non-denominational Christian school with around 75 students, and St. Andrew's Lutheran School (Pre-K-6), affiliated with the Wisconsin Evangelical Lutheran Synod and serving nearly 40 students. Both schools emphasize spiritual growth and academic development.



# RECREATIONAL ACTIVITIES

St. Paul Park offers residents a variety of recreational activities and community events that foster a strong sense of local pride and engagement. The City's parks, outdoor spaces, and annual celebrations provide ample opportunities for outdoor enjoyment, wellness activities, and social interaction.

## Parks and Recreation

St. Paul Park maintains nine parks totaling 37 acres, equipped with amenities for all ages and interests. These green spaces feature playgrounds, baseball and softball fields, basketball and tennis courts, picnic shelters, and walking trails, encouraging outdoor activities and family gatherings. Two of the parks, Riverside Park and Heritage Park, are located on the scenic Mississippi River, offering waterfront views and access to riverfront trails and activities. The City also provides seasonal recreational programming, such as youth sports leagues and family movie nights in the park. St. Paul Park's commitment to maintaining and enhancing its facilities ensures residents have access to quality recreational options year-round.

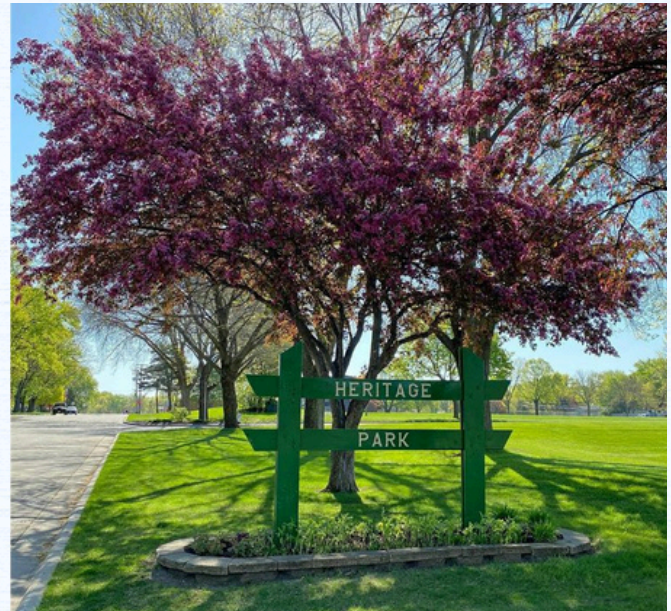
## Heritage Days Festival

A highlight of the community calendar is the annual Heritage Days festival at Heritage Park. This beloved event celebrates the City's rich history and community spirit with activities suitable for all ages. Attendees can enjoy live music, parades, local food vendors, carnival games, a car show, and fireworks. The festival serves as a major gathering point for residents, fostering community pride and providing fun for families and visitors alike.

## Outdoor Recreation

In addition to the City's parks, St. Paul Park offers outdoor enthusiasts opportunities to fish along the Mississippi River, hike along its local trail networks, and enjoy picnicking and wildlife viewing. During the winter months, some parks are adapted for seasonal activities such as ice skating and sledding, offering residents ways to stay active year-round.

St. Paul Park provides a robust blend of local recreational facilities, community events, and natural amenities that contribute to a high quality of life. Its well-maintained parks, strong tradition of community celebrations, and year-round outdoor opportunities foster a vibrant, active, and engaged community.





# THE ORGANIZATION



The City of St. Paul Park operates under a Mayor-Council form of government, providing essential municipal services through its elected officials and various departments.

## City Council Structure

The City Council is comprised of a Mayor and four Council Members. The Mayor is elected to a four-year term, while Council Members serve staggered four-year terms.

## City Departments

St. Paul Park's municipal services are organized into four primary departments:

- **Administration:** Handles city management, human resources, and official records.
- **Public Works:** Responsible for street and park maintenance, utilities, and infrastructure projects.
- **Police Department:** Provides law enforcement and public safety services.
- **Fire Department:** Offers fire suppression, prevention, and emergency response services.

These departments collaborate to deliver essential services and maintain the City's infrastructure.

## Commissions and Committees

The City also benefits from several commissions and committees that advise the City Council on specific areas:

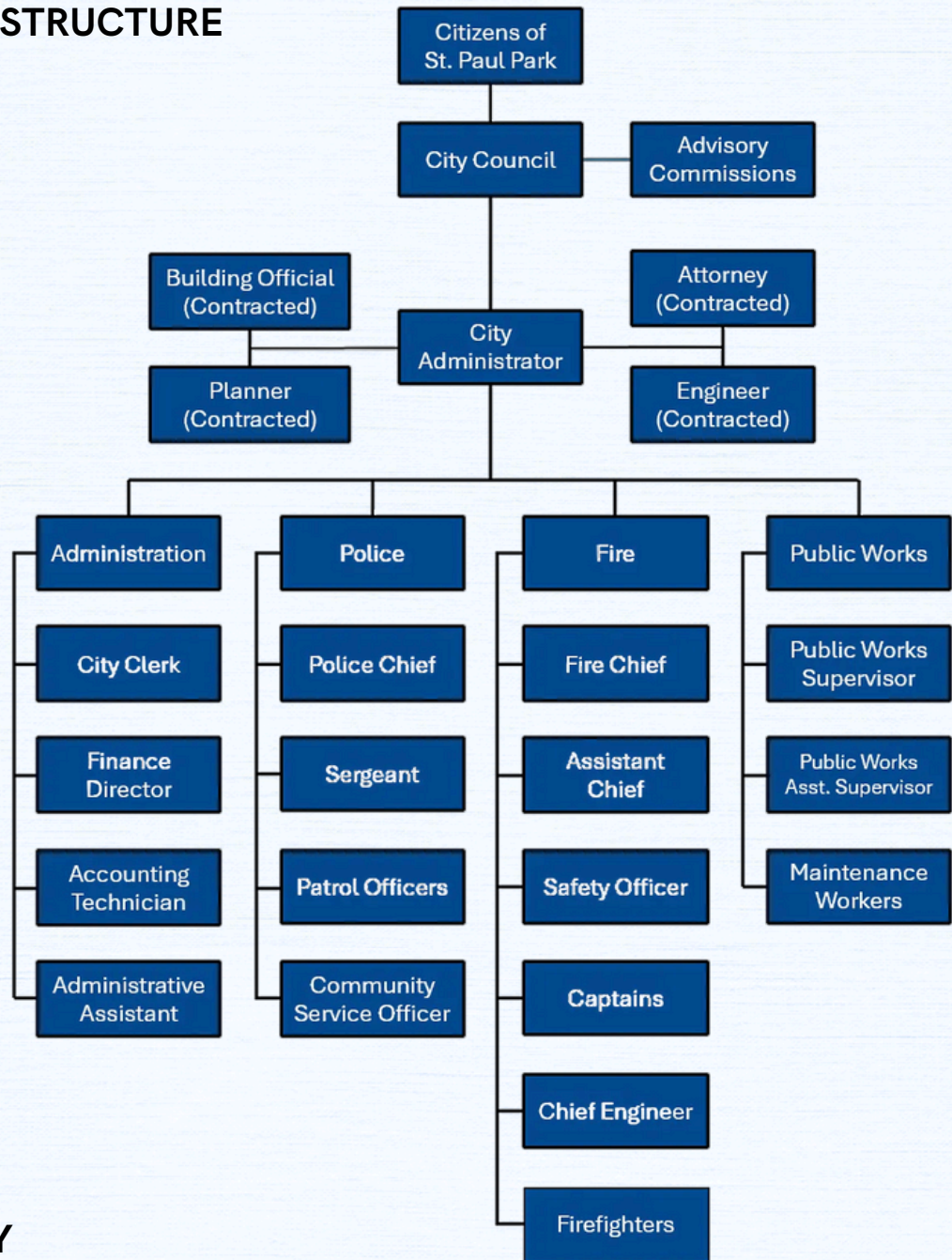
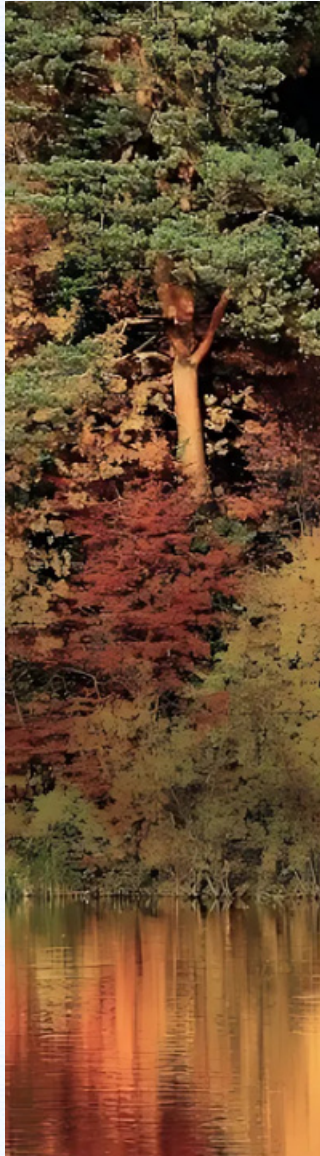
- **Economic Development Authority:** Focuses on business growth and economic initiatives.
- **Parks & Recreation Commission:** Oversees the development and maintenance of parks and recreational programs.
- **Planning Commission:** Advises on land use, zoning, and city planning matters.
- **Public Safety Commission:** Addresses issues related to community safety and emergency services.
- **Public Works Commission:** Provides input on infrastructure and public works projects.

These bodies play a crucial role in shaping policies and programs that enhance the quality of life in St. Paul Park and ensure effective leadership and the efficient delivery of services, fostering a well-organized and responsive community.



# THE ORGANIZATION - CONT'D

## ORGANIZATIONAL STRUCTURE



## BUDGET SUMMARY

	2023	2024	2025
General Government	639,190	757,070	805,648
Public Safety	1,918,450	2,056,225	2,120,102
Streets and Highways	656,200	658,885	736,390
Culture and Recreation	313,220	351,720	324,420
Miscellaneous	157,900	-	-
Total Current Expenditures	3,684,960	3,823,900	3,986,560
Capital Outlay	46,500	-	-
Transfers to Other Funds	95,500	390,988	175,055
<b>Total Expenditures and Other Uses</b>	<b>\$3,826,960</b>	<b>\$4,214,888</b>	<b>\$4,161,615</b>



# CORE DUTIES OF THE POSITION

## **Administrative Leadership**

- Provide overall direction and leadership for the City's operations and staff.
- Coordinate the efforts of department heads to ensure consistent and efficient service delivery.
- Promote a culture of professionalism, accountability, and responsiveness throughout city government.

## **Policy Implementation and Strategic Planning**

- Translate City Council decisions into actionable plans.
- Develop and execute long-term strategies to support community growth, infrastructure improvements, public safety, and economic development.
- Monitor progress toward goals and make data-driven recommendations for adjustments.

## **Human Resources and Personnel Management**

- Oversee recruitment, hiring, training, evaluation, and development of all City personnel.
- Ensure compliance with employment laws, collective bargaining agreements, and City policies.
- Promote a respectful and inclusive workplace culture.

## **Financial Management and Budgeting**

- Prepare and administer the City's annual budget in collaboration with department heads and the Finance Director.
- Monitor financial performance, identify cost-saving opportunities, and ensure sound fiscal stewardship.
- Provide regular budget updates and forecasts to the City Council.

## **Council Support and Communication**

- Serve as the primary advisor to the City Council.
- Prepare and present agenda materials, policy analyses, and recommendations.
- Attend all Council meetings and provide clear, objective information to support decision-making.

## **Community Relations and Public Engagement**

- Act as the City's spokesperson and point of contact for residents, businesses, and community groups.
- Foster transparent communication, encourage civic engagement, and respond to public inquiries and concerns in a timely and professional manner.

## **Intergovernmental and Partner Collaboration**

- Maintain effective working relationships with other local governments, regional agencies, and private organizations.
- Represent the City's interests in intergovernmental discussions and advocate for resources and support.

## **Economic and Community Development**

- Support policies and initiatives that enhance the City's economic vitality and quality of life.
- Work with stakeholders to attract and retain businesses, improve infrastructure, and encourage thoughtful development and land use planning.

## **Risk Management and Legal Compliance**

- Identify and manage organizational risks.
- Ensure the City operates in compliance with applicable laws, regulations, and policies.
- Coordinate with legal counsel on matters affecting City operations.



# DESIRED ATTRIBUTES

## **Leadership & Management**

- Demonstrated leadership in personnel management, including the ability to address complex staff issues, support employee relations, and foster a positive, solutions-oriented workplace culture.
- Strong interpersonal skills, with the ability to communicate effectively, collaborate across departments, and build cohesive, high-functioning teams.
- Responsive to the needs of residents, staff, and elected officials, demonstrating follow-through and accountability.
- Willing to thoughtfully challenge Council members, staff, or community members when necessary in the interest of the City's overall well-being.
- A leader whose values, personality, and approach align with St. Paul Park's culture, goals, and sense of community.

## **Community Engagement & Visibility**

- Approachable and visible leader who actively engages with staff, Council, and residents; regularly attends community and staff appreciation events, and maintains a consistent, accessible presence in the community.
- Understands and respects the dynamics of small-town communities; ideally has a personal connection to the area or a demonstrated comfort working in similar environments.
- Promotes a citywide culture of respectful engagement and communication, ensuring all departments reflect the values of service and connection with residents.
- Supports public safety by partnering with the Police Chief on recruiting and retaining high-quality Police Officers, fostering a citizen-focused department culture and encouraging positive, informal community interactions.

## **Strategic Planning & Vision**

- Skilled in visioning, strategic planning, and fostering a forward-looking culture that honors the community's history while identifying opportunities for future growth.
- Brings experience and initiative in supporting community development, with a balanced focus on business growth and residential expansion.
- Proactive in seeking grants and funding opportunities to support City priorities and reduce financial burdens on residents.

## **Operational & Financial Acumen**

- Financially savvy, with experience in capital improvement planning, long-term financial planning, and equipment purchasing, or the ability to facilitate and maintain these plans effectively.
- Experience in facility planning and development, including the construction of new municipal buildings.

## **Conflict Resolution & Accountability**

- Proficient in navigating conflict and difficult conversations with transparency, professionalism, and a focus on resolution and progress.
- Committed to transparency and open communication, ensuring issues are brought to light and addressed in a timely, constructive manner.
- Actively supports recruitment, retention, and motivation of staff while holding individuals accountable and promoting a culture of respect and productivity.



# POSITION ANNOUNCEMENT



**Organization:** City of St. Paul Park, Minnesota

**Position:** City Administrator

**Estimated Hiring Range:** \$130,000 to \$150,000

**Benefits:** Medical, Dental, Life, Disability, Retirement, and more

**Application Deadline:** June 3, 2025

**Position Summary:** The City Administrator serves as the Chief Administrative Officer for the City of St. Paul Park, overseeing all municipal operations and ensuring the effective implementation of City Council policies. This role provides strategic leadership, manages daily operations across departments, and fosters transparent communication between the City Council, staff, and residents.

**Minimum Qualifications:** Bachelor's degree in Public Administration, Business Administration, or a related field, and a minimum of five (5) years in municipal government management, with demonstrated experience in budgeting, personnel management, and interdepartmental coordination. A master's degree is preferred.

**Apply:** Visit <https://daviddrown.hiringplatform.com/310774-st-paul-park-city-administrator/1185803-application-form/en> and complete the application process by June 3, 2025. Finalists will be selected on June 23, 2025, and final interviews will be held on July 14, 2025.

Please direct any questions to Bart Fischer at [bart@daviddrown.com](mailto:bart@daviddrown.com) or 612-920-3320 x119.