



City Administrator

Salary Range: \$95,000 to \$120,000

(includes generous PTO, health insurance,
PERA, educational opportunities, and 12 paid holidays)

Welcome to Nowthen, Minnesota!



The City of Nowthen, Minnesota, is located in the northwestern corner of Anoka County, with the Cities of Elk River, Ramsey, Oak Grove, and St. Francis surrounding it. Nowthen was founded in 1869 as Burns Township and later was incorporated into the City of Nowthen on June 30, 2008. The City is approximately 36 square miles with a current population of 4,536 residents. The name "Nowthen" was coined by the town's first postmaster, James Hare, who had the habit of saying, "Now, then" in conversation.

Nowthen has developed basic retail and service businesses within the City which will continue to expand as the population within the City and within surrounding communities grows. The City seeks to continue development of commercial uses in high visibility locations. Development of a City Center or Central Business District will be the focus over the next ten years to give Nowthen an identity, enhance streetscape elements, and improve pedestrian access. Nowthen is currently home to two bars/restaurants, a convenience store, garden nurseries, cabinet shops, a bank, a mobile crane service company, a variety of home-based businesses, and other shops and services to serve its residents.

Preservation of Nowthen's established rural character is a primary environmental, land use, and social-economic issue for the community. It is the natural resources, land use activities, and development pattern that make Nowthen a desirable community.

Recreational Activities and Events

Nowthen offers opportunities for fun and fellowship throughout the year. Since 2008, the Nowthen Heritage Festival volunteer committee has organized the festival to "Celebrate Community, Family, and Friends." The day starts with a pancake breakfast sponsored by Bill's Superette followed by many activities throughout the day at Nowthen Memorial Park. Enjoy live music, alpacas and goats, inflatables, law enforcement demonstrations, a Fire Department open house, food vendors, martial arts, kid's games, handmade arts and crafts, and a farmer's market. A favorite part of the festival is the contests for the largest pumpkin, tallest sunflower, and most creative scarecrow. The day ends with a community dinner and the best fireworks show around. The festival is a wonderful way to showcase the City's history, talents, and residents.



Nowthen Farmer's Market is a gem in the community where you can find local produce and homemade products while experiencing the heart of the Nowthen community.



The Nowthen Threshing Show has been an annual event for over 40 years. It is a three-day event that takes place during the third full weekend in August. There are many attractions including tractor pulls, music, sawmill demonstrations and more. Guests can see blacksmithing, corn chopping, and walking through old, restored buildings including a town church, general store, train depot, log cabin and log barn, and an old one-room schoolhouse. There are many antique machines and tractors guests can walk around and look at. The theme of the Nowthen Threshing Show is "Bringing the Past to the Present."



There are also other events being held at businesses throughout the "downtown Nowthen business district" and the Threshing Show grounds.

The City of Nowthen is home to 12 lakes and owns and maintains two major City Parks - East Twin Lakes Park and Nowthen Memorial Park. Baseball/softball fields, soccer fields, horseshoe pits, a pickleball court, picnic area with tables and grills, fishing, a swimming beach, trails, a concession area, a pavilion, and public restrooms are available.



Educational Opportunities



INDEPENDENT
SCHOOL
DISTRICT 728

ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN



The students of Nowthen are served by three different school districts depending on their location within the City.

The Elk River Independent School District 728 is the eighth largest school district in Minnesota. This progressive district is located 35 miles northwest of Minneapolis and serves more than 13,000 students in all or parts of Albertville, Dayton, Elk River, Otsego, Ramsey, Rogers, St. Michael, Zimmerman, and the west area of Nowthen. Within the District there are 10 elementary schools, six middle schools, and four high schools. ISD 728 students continue to outperform the majority of their peers locally and nationally on state and national exams. More specifically, in 2019, ISD 728 students ranked at the top in Mathematics when compared to peers in the top 10 largest Minnesota school districts, and #3 in both Reading and Science.



St. Francis Area Schools
ST. FRANCIS, MINNESOTA



The St. Francis Area School District 15 is located in the woods and fields of northern Anoka County and southern Isanti County and is a convenient drive from downtown Minneapolis or St. Paul. The District educates approximately 4,500 students annually and employs more than 800 staff members. Within the District there are three elementary schools, one middle school, and one high school. The cities encompassed within the District include St. Francis, Bethel, East Bethel, Oak Grove, portions of Andover, and the east and northeast area of Nowthen.



ANOKA-HENNEPIN
SCHOOLS
A future without limit



The Anoka-Hennepin School District 11 is one of Minnesota's largest, serving approximately 38,000 students and 248,000 residents. Spread out across 172 square miles, the District is made up of 13 suburban communities north of the Twin Cities of Minneapolis and St. Paul. The District serves the southeast area of Nowthen. Anoka-Hennepin has 26 elementary schools, six middle schools (grades six through eight), and five traditional high schools, plus alternative middle and high school sites, in addition to an award-winning Community Education program.

The Organization

The City Council is an elected body, chosen to conduct the affairs of the City. A Mayor and four Council Members comprise the City of Nowthen Council and are charged with the duty to make decisions on behalf of the City. The Mayor serves a two-year term and Council Members serve four-year terms. The powers and duties of the City Council are set out in MN State Statutes. These elected officials have the responsibility of seeing that the City fulfills its duties to the State of MN and to the residents of the City of Nowthen.

The City of Nowthen primarily influences the quality of life for its residents through the physical environment. Nowthen has been progressive in planning for the development that has occurred over time.

In April 2021, Nowthen officially opened its own independent Fire Department. Firefighters “volunteer” their time and energy. They are on call 24/7 to serve the emergency needs throughout Nowthen and the surrounding communities. The City contracts with Anoka County for law enforcement.

Cities provide facilities and services for the purpose of protecting public health and safety and enhancing the quality of life within the community. It is through these facilities and services that City government has its most direct contact with constituents and the most impact on the character of the community.

The City has some upcoming projects it is looking forward to completing:

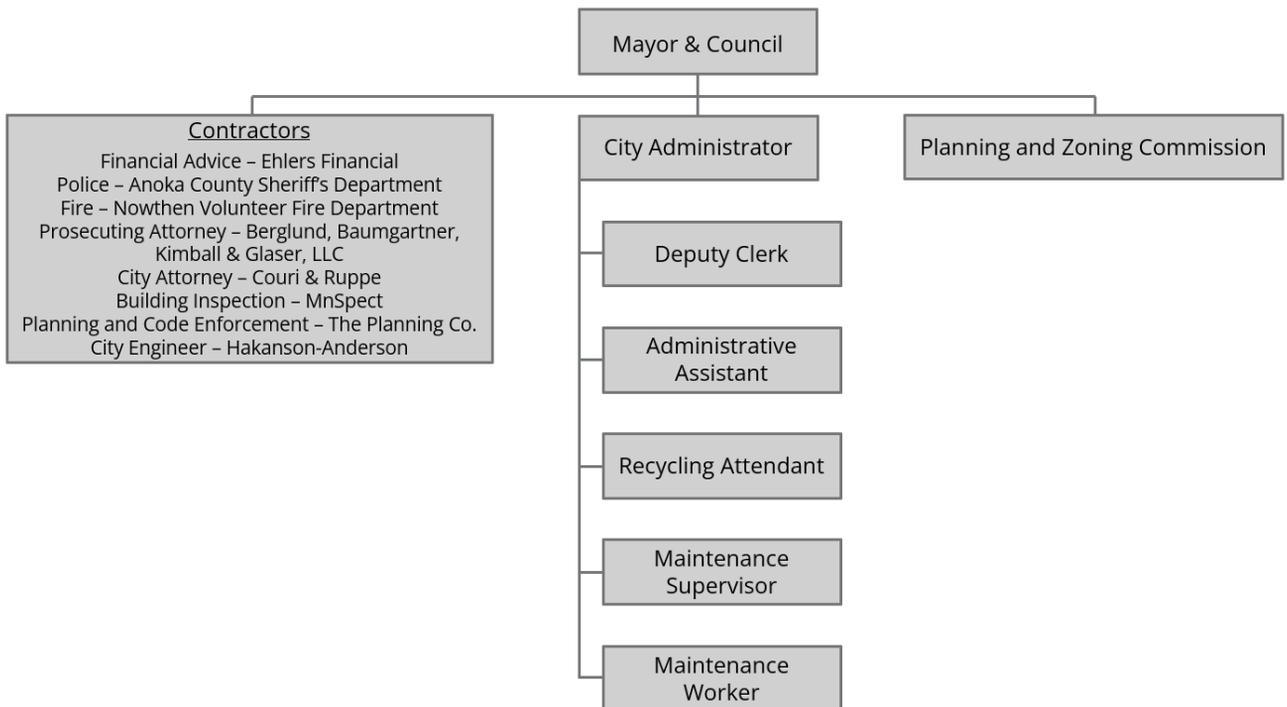
- Fire contract with St. Francis that will expire in two years. The new City Administrator will help decide what is next.
- Current moratorium on commercial/industrial development to allow Council to determine how they want the downtown district to be developed.
- New residential lots available – nine (9) off of Old Viking Blvd and three (3) off of Marmoset Street.
- Code Enforcement – addressing long term major offenders through discussion with City Attorney.
- Conditional Use Permit (CUP)/Interim Use Permit (IUP) compliance.
- Continue to work with and train staff on practices specific to city government.



Budget Summary

	2020	2021	2022
General Government	622,280	626,100	651,570
Public Safety	488,060	687,725	780,185
Public Works	421,888	408,295	400,660
Sanitation	63,664	67,500	64,920
Culture and Recreation	24,788	38,175	46,000
Conservation of Natural Resources	10,161	9,770	10,000
Streets and Highway Construction	837,334	2,060,000	914,000
Debt Service – Principal	127,000	228,000	205,000
Debt Service – Interest & Fees	45,675	40,235	58,150
Capital Outlay	351,436	498,000	1,164,000
Miscellaneous	-	15,000	-
Total Expenditures	2,871,296	4,678,800	4,294,485

Organizational Structure



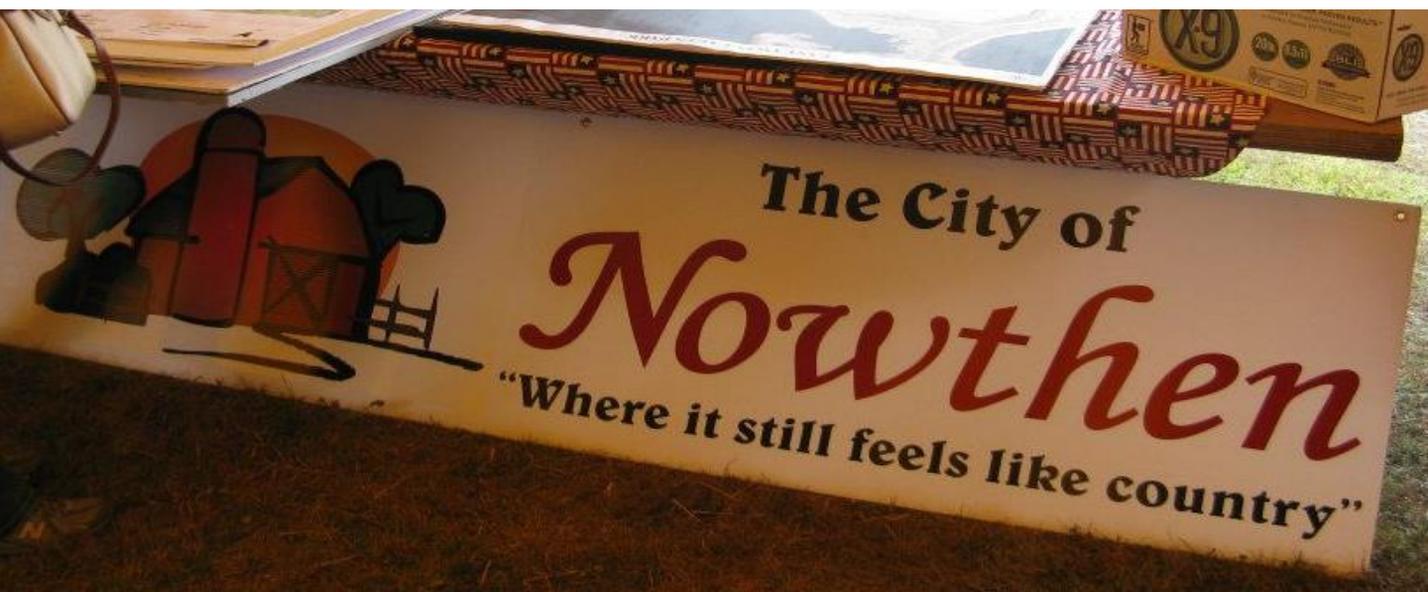
Core Duties of the Position

Chief Administrative Officer: Directs, coordinates, and evaluates all City operations; consults with City Council, and staff to determine operational goals and objectives for the City; represents the City in legal, legislative, and administrative matters; ensures that all City objectives are met by reviewing and evaluating City operations; participates in the hiring process of all City employees; provides opportunities for training of City employees and oversees City safety program. Reviews and oversees all contracts, agreements, and contracting services while keeping the Council informed as to their status.

Develops and Monitors City Code, Policies, and Procedures: Ensures compliance with local, county, state, and federal laws; sets goals and strategies and creates a positive organizational climate; serves as the City's Data Privacy Officer and oversees data privacy practices to ensure private and public data is correctly handled; works with contractors to manage nuisance complaints and City code violations. Carries out the administrative functions of the City's Emergency Management Plan and administers the oath of office to public officials.

Finance Director: Monitors the City's cash flow; prepares the budget and capital improvement plan; coordinates issuance and maintains payment for bonds, invests City funds, completes, or directs completion, of all state mandated financial reports; oversees purchasing activities; researches and applies for grants and administers grant monies and develops project cost analysis and financial planning options. Assures the planner, building, legal, engineering, and fire call billing is correct and free of errors.

City's Principal Representative: Regularly communicates with numerous outside entities and residents to keep informed about municipal activities; promotes understanding of City policies, and responds to questions/concerns of citizens and Council members; informs the Mayor and City Council of activities and developments which may affect the City; delivers oral and written presentations including newspaper, radio, and television interviews; establishes and maintains good relationships with other governmental and nongovernmental agencies to promote the City's best interests; regularly interacts with legislators and local government leaders, state and county agency officials, and other City officials.



Core Duties of the Position – Cont'd

Directs Preparation of City Council Agenda and Meetings: Attends City Council and commission meetings as assigned/needed; drafts ordinances, resolutions, and policies for the Council's review and administers approved documents; oversees the maintenance of various municipal records, files, and documents; responsible for or oversees the preparation of grant proposals, applications, and administration of grants; prepares specifications for bids and requests for proposals; recommends award/selection and administers contracts and agreements for service; regularly meets with and coordinates the work of City consultants and contractors.

Schedules Insurance: Coordinates with the League of MN Cities Insurance Trust (LMCIT) to secure property, casualty, and liability insurance for all City property and vehicles. Maintains all employee insurance records including medical, disability and Workers' Compensation, medical spending accounts, and deferred compensation plans.

Elections Administrator: Directs all local elections in accordance with state and county requirements. This includes maintaining equipment, preparing for elections, developing and administering all procedures used in the proper handling of ballots and other information, and training election judges on their duties and responsibilities. This includes providing the appropriate legal notices and staying current on all election laws and rules.

Information Technology Director: Manages the City's information technology through alignment with the City's goals, building and maintaining the IT infrastructure, keeping technology up to date with current changes, strategizing use of information technology to increase efficiency, and managing vendor relationships. Oversees, administers, and updates the City Code, policies, website, and social media accounts as a means for sharing and communicating pertinent information to residents.

Zoning Administrator: Oversees short and long-range planning and administration of zoning ordinance and enforcement; oversees administration and maintenance of the Comprehensive Plan; attends Planning Commission meetings as needed and coordinates activities with the City Planning Consultant, as necessary.

Performs Other Duties as Apparent or Assigned. Attends other public meetings and community functions as needed.



Desired Administrator Qualities

- A critical thinker with good problem-solving skills able to review, improve, and standardize current City operations and procedures.
- A leader who encourages information sharing, sees both sides of an argument, and will work to mediate a solution acceptable to everyone.
- A manager with five years of city experience, a good network, and a good working knowledge of local government.
- An individual with outstanding budgeting and finance skills that pays close attention to details.
- An assertive individual with a strong commitment to transparency, doing what is right, and adhering to their values.
- A leader that will support and develop a staff that is knowledgeable in local government procedures and best practices.
- A fair- and open-minded individual who listens and is a good team player.
- A well-organized and confident manager that is persuasive and skilled in negotiations.
- A manager that is approachable, has a good sense of humor, and has a positive attitude.
- A leader having experience and capability of performing the administrative functions of the City's Emergency Management Plan.
- An individual that is experienced and knowledgeable about the elections process and will ensure all local elections are held in accordance with state and county requirements.
- An individual with high standards and experience overseeing and managing projects including street improvements, building renovations and park improvements.
- An individual who understands land use planning and has experience responding to resident requests while implementing the City's comprehensive plan.



Desired Administrator Qualities – Cont'd

- A strategic thinker that will capitalize on the uniqueness of the Nowthen community.
- An individual that will assist staff with developing and maintaining the Administration filing system.
- A good communicator who can identify the varying levels of communication desired by Council members.
- A supportive leader that will coach and manage employee performance by setting high goals and objectives while empowering staff.
- An individual with training and experience in Planning and Zoning who can be firm in enforcing code and be flexible when necessary.
- An individual knowledgeable and experienced with technology capable of making recommendations for the City.
- An individual familiar with working in a small office where the Administrator assumes many roles including taking minutes, tending to the front counter, and is frequently interrupted.
- An individual that can stay the course and follow Council directives during public criticism.
- An individual that places a high priority on building and maintaining trust.
- An individual excited to learn new skills, attend training, and develop a network of local government colleagues to learn from and bounce ideas off of.
- An individual that takes initiative, anticipates needed actions, and presents all the options and a recommendation in Council meetings.



Position Announcement



City: Nowthen, Minnesota

Position: City Administrator

Salary: \$95,000 to \$120,000

(includes generous PTO, health insurance, PERA, educational opportunities, and 12 paid holidays)

Application Deadline: 05/31/2022

Job Summary: Under the direction of the Mayor and City Council, serves as chief administrative official with overall responsibility to manage the daily operations of the administration department and oversee all other City functions; oversees City finances and coordinates the preparation and administration of Council-approved annual budget; oversees the general administration of special projects, and communications of the City. Regularly interacts with department heads and employees to ensure programs and services are administered with effectiveness and efficiency.

Minimum Qualifications: AA (Associate of Arts) or AS (Associate of Science) Degree, or other associate degree or related experience, and two years' experience in municipal government or a related level of experience. Desired qualifications include a bachelor's degree in Public or Business Administration, Urban & Regional Studies, or another related field, five years' experience in municipal government, experience in community/economic development, human resources, public financing, and/or planning and zoning at a decision-making level, and extensive experience working as the primary support person to a locally elected body.

Apply: Visit <https://daviddrown.hiringplatform.com/103001-nowthen-city-administrator/340228-application-form/en> and complete the application process by May 31, 2022. Finalists will be selected on June 16, 2022, and final interviews will be held on July 11, 2022.

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