

City of Rockville, Minnesota

Granite - Heart of the City



City Administrator

Salary: \$79,050 to \$110,601

Welcome to Rockville, Minnesota!



Welcome to the City of Rockville - where granite is the heart of the City. The City of Rockville, Minnesota, is a large, serene bedroom community conveniently located 10 minutes west of St. Cloud near the intersection of State Highway 23 and Interstate 94. The City is also only just 55 minutes from the 494/694 split. This ideal location has brought about exciting growth in the community as well as culture and diversity. The City has maintained and is committed to its smalltown amenities such as excellent schools, low crime rates, investment in parks and trails, and much more. Whether you are looking for a place to call home, to do business, or to stop by for a visit, you'll find that Rockville is the right place to be. Enjoy a quiet, rural, and growing community to raise a family.

In June 2002, the City of Rockville, City of Pleasant Lake, and Rockville Township combined to form the new City of Rockville. The population increased from 749 in the previous City of Rockville to 2,504, and the physical area increased to 36 square miles, the fourth largest city as measured by landmass in Minnesota. The preservation of the City's rural character, sustaining farming operations, protecting natural resources/physical features, and managing residential growth were factors underlying the consolidation of Rockville in 2002.

The Rockville area and Central Minnesota in general is renowned for its granite deposits noted for its durability, beauty, color, and hardness which makes it readily employed in the construction of structures and buildings. Rockville granite is light pink and gray with large crystals. Rockville granite materials in buildings and monuments are found in every state and some foreign countries. Rockville granite is featured in the center of the east front steps of the nation's Capital in Washington, D. C. and the Air Force Academy in Colorado Springs, Colorado. Granite is present in a sixty-mile radius of Rockville with visible outcroppings in several areas.

Rockville has more than 100 diversified businesses with a slight tip of the scale towards agriculture and granite manufacturing industries. The tax base is growing from the industrial community. The City is home to Love's Travel Plaza, a project that did not require a TIF district and provides a tax base of \$11 million. There is also an industrial park that is filling up rapidly and will be home to a plumbing wholesale company that is moving into their new building there. The City has a good relationship with Coldspring (formerly Cold Spring Granite) in its excavation operations. Rockville's tax base is adequate, but its size is growing.

Educational Opportunities

Rockville is part of the ROCORI and St. Cloud school districts that offer top-notch education. ROCORI is a highly regarded public school system with sites in the communities of Rockville, Cold Spring, and Richmond, Minnesota. Three elementary schools provide a strong academic base for the students of the District. John Clark Elementary School in Rockville is a K-5 school within the ROCORI School District. It serves roughly 130 students in its historic building that was built through the Works Progress Administration (WPA) in 1936.



Healthcare

Quality, comprehensive healthcare can be found within minutes of the City. In the nearby Cities of Cold Spring, Paynesville, Richmond, and St. Cloud, CentraCare has facilities scattered around the communities. In 1995, CentraCare was formed, which today includes eight hospitals, more than 30 clinics, 10 senior housing facilities, and seven long-term care facilities throughout the area. CentraCare has grown to meet the needs of the communities and is now one of the largest health systems in Minnesota.

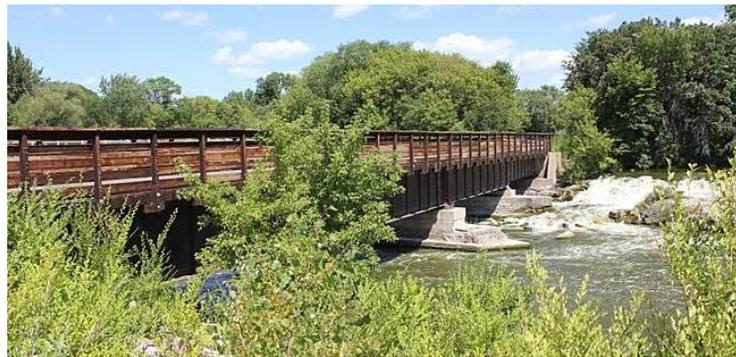
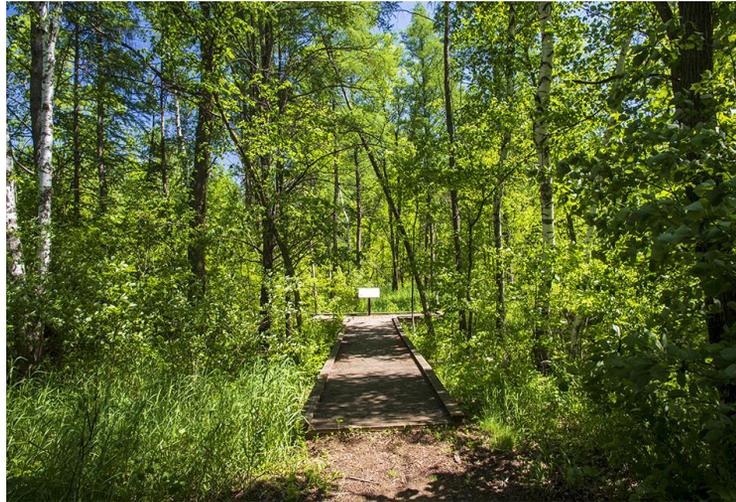


Parks & Recreation

A number of parks can be found throughout the City including Community Park (playground equipment, pavilion), Community Ballfield (ballfield, picnic shelter), Eagle Park (fishing pier, canoe access, walking paths), and Lions Park (pavilion, ballfield, volleyball court, playground equipment, walking path). Rockville County Park spans 284 acres. There are approximately 1.2 miles of the Sauk River frontage touching the park boundaries. Portions of the park property contain natural communities recognized on the Minnesota County Biological Survey. A large granite outcrop is contained on the easternmost portion of the park. A lowland hardwood forest and a tamarack swamp also lie within the park boundaries.

The popular ROCORI Trail is named after the three towns through which it will eventually run (Rockville, Cold Spring, and Richmond). The first section of trail opened in 2009 in the downtown area of Rockville. The 1-mile stretch of trail is immediately adjacent to the road allowing for easy access to residences, businesses, and City Hall. A longer portion of trail is open between Cold Spring and Richmond. This section uses an abandoned BNSF Railway corridor and is adjacent to State Route 23 for nearly its entire length. A future section of the Rocori Trail will link the existing segments in Cold Spring and Rockville. The project will include the rehabilitation of an original railroad trestle over the Sauk River. Longer term plans call for an eastward extension of the trail to The Club on County Road 138 near Rockville.

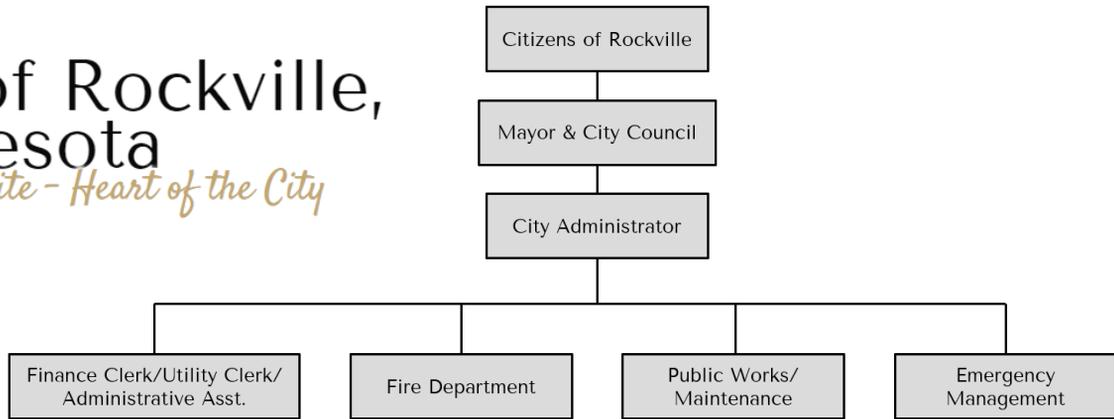
A monument has been constructed to honor all Military Veterans, Fire Fighters, First Responders, and Law Enforcement Officers. This monument has been placed on Rockville City property at the new Fire Department Building and consists of three granite tablets four feet wide and seven feet tall. There is a capstone connecting the three tablets. Also included are two granite benches placed by the monument and one by a 9/11 artifact for thoughtful reflection.



The Organization

City of Rockville, Minnesota

Granite - Heart of the City



The City of Rockville is a statutory city governed by an elected Mayor and four Council members. The Mayor and Council are active at the League and on various state and regional organizations. The organization is semi-quasi formal. Council meetings are run very professionally, and members are addressed in that way. Workshops are run more casually, allowing all members to speak freely.

The City is fortunate to have a relatively new (2005) City Hall facility with a simultaneously built Fire Department. They also recently established an RTU Committee (Roads/Trails/Utilities) which has been successful in planning, communicating, and educating the Council and public on infrastructure projects.

Budget Summary

	Actual 2021	Approved 2022	Proposed 2023
General Government	297,843	185,584	188,568
Mayor/Council	56,820	67,507	68,738
Elections	1,710	9,553	1,950
City Administration	44,330	50,359	51,877
Fire Protection	192,303	288,139	327,905
Emergency Management	15,945	21,438	20,957
Police Protection	39,384	41,277	41,334
Highways, Streets, & Roads	347,735	432,824	547,408
Parks & Recreation	99,755	87,418	105,544
Planning & Zoning	259,218	148,813	166,219
Net Total	\$1,355,043	\$1,332,912	\$1,520,500
Capital Improvement	2,021,010	4,132,195	886,250
Debt Service	315,920	808,248	1,030,575
Enterprise Funds	996,286	655,935	947,025
Total All Funds	\$4,688,259	\$6,929,290	\$4,384,350

Core Duties of the Position

Administrative Staff for City Council

- Supports the City Council in making informed decisions by conducting necessary research and providing agenda and support materials. Implements or oversees implementation of City Council decisions.
- Ensures that meeting notices, agendas, supporting materials and financial information is prepared and available.
- Attends and participates in regular and special meetings; records, distributes, and maintains official record of City Council proceedings.
- Researches and supervises research into subjects of municipal concern such as housing, populations, zoning problems and any issue relevant to the City's operations. Ensures the City Council has sufficient background to make informed decisions. Keeps the City Council advised about future City needs and provides recommendations and supporting data as needed for City planning and as requested by the City Council.
- Recommends new or modified policies regarding the City's physical properties, financial administration or personnel management, for review, adoption or study by the City Council.
- Prepares correspondence, reports, ordinances, etc. on behalf of the City Council.
- Attests the Mayor's signature on official documents where required and maintains responsibility for the City Seal.
- Carries out other assignments as designated by the City Council.
- Maintains current city ordinance book with amendments.
- Maintains necessary liability insurance on city-owned buildings/property.



Planning and Economic Development

- Researches and coordinates economic development activities.
- Responsible for coordinating economic development activities in the City of Rockville; evaluates potential projects, programs and services to determine feasibility and community impact; researches potential funding sources and makes recommendations to the Council.
- Researches, proposes and coordinates implementation of long-range land use planning, including plans for orderly annexation, ensuring consistency with City development goals and comprehensive plan.

Core Duties of the Position – Cont'd

City Personnel Management

- Provides supervision of City personnel directly (department heads, administration office staff, and subcontractors) or indirectly through department heads to ensure quality of City services and satisfaction of City employees.
- Acts with authority for hiring, performance evaluation, severe disciplinary action, and dismissal of department heads and contractors, subject to approval of the City Council.
- Maintains open communication between all departments, meets regularly with department heads, and ensures the City Council receives written updates on department activities.
- Develops, submits for City Council approval, and maintains current personnel policies, ensuring that they meet legal requirements.
- Monitors labor/employee relations issues.
- Ensures personnel records are accurate and up-to-date.
- Develops long- and short-range goals for City departments with department head participation, proposes implementation to the City Council, and oversees their implementation.
- Coordinates and directs City department activities as the City Council requires.
- Responsible for administration office operations as well as supervision, training, and performance evaluation of office staff.
- Administers the City's drug and alcohol testing program, serving as the Employer's Designated Representative.
- Develops and maintains current City personnel policies.
- Processes First Report of Injury forms and maintains the City's OSHA 200 Logs.
- Manages Workers' Compensation insurance, reporting of injury, and claims processes.
- Processes claims against the City's insurance carriers including Workers' Compensation, liability, and property insurance.
- Supervises personnel and benefit programs; works to resolve all employee benefit and payroll issues.

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Core Duties of the Position – Cont'd

Financial Management

- Monitors/prepares the City budget and reports its financial status, capital improvement plan, and capital equipment plan.
- Oversees the proposed annual fiscal budgets with the assistance of the Finance Director. Assists the City Council in developing the annual City budget by reviewing the previous year's budget, recommending adjustments, discussing financial issues with the City Council, and drafting the final budget.
- Performs all City accounting operations and recording. Directs all general, special, and reserves accounting to ensure accuracy and up-to-date status of records and transactions.
- Researches and supervises preparation of the annual Capital Improvement and Equipment Plan.
- Audits all claims against the City and takes appropriate action.
- Confers with the City Auditor on all matters affecting the integrity of the City's financial structure, systems, and ratings.
- Performs all tasks related to the administration of grant money, preparing and submitting reports, processing reimbursement requests and the like.
- Responsible for coordinating staff's effort to assist City Auditors with annual audit.
- Principally responsible for the finances of the Rockville Fire Department service district and annual Fire Contract calculation.



Public Service and Information

- Ensures the City Administration Office and other departments provide customer service effectively and efficiently to citizens of Rockville and other constituents.
- Provides information and assistance to the public on request; answers City telephones.
- Maintains the public trust by ensuring all staff keep information confidential as appropriate.
- Serves as the City's public information representative: confers with the media and provides appropriate information and speaks to requesting organizations.
- Oversees the City's website is adequately maintained and presents a positive image of the City.
- Coordinates primary, general, and special elections in accordance with State and County requirements and applicable laws.

Core Duties of the Position – Cont'd

Liaison and Coordination

- Acts as liaison and coordinates activities involving City departments, boards and commissions, and government units and agencies.
- Coordinates the execution of all public improvements, maintenance, and construction activities approved by the City Council with the Superintendent of Streets, Superintendent of Water and Sewer, Superintendent of Parks, City Engineer, Attorney, Financial Consultant, and contractors.
- Confers with all department heads to assist in implementation of City Council plans, procedures, and regulations relating to the security of Rockville's citizens.

Legal Duties

- Serves as the Zoning Administrator - supervises issuance of zoning and building permits, organization of public hearings, and documentation of Planning Commission actions; activates requests for variances, rezoning, and special use permits.
- Reviews plans for new plats and site plans to ensure they comply with City ordinances and policies.
- Primarily responsible for maintaining the City address system; makes and records changes as necessary and develops addresses for new developments.
- As public improvements administrator, establishes assessment rolls, organizes public hearings, and, when approved, applies assessments to the tax rolls.
- Represents the City in court cases (i.e., small claims and litigation claims).
- Prepares required reports and files them with appropriate state, federal, and county offices.
- Performs duties and assumes responsibilities assigned to the City Clerk and Treasurer in Minnesota State Statutes and other applicable laws, rules, ordinances, and policies.
- Signs cigarette, liquor license renewals, and applications.

Purchasing

- Reviews all contracts between the City and vendors, agents, developers, and others with the City Attorney; keeps the City Council informed of issues and developments.
- Delegates and monitors bidding processes, department purchase orders, and the purchasing and inventory control system.



Desired Administrator Attributes

- Excellent communication and people skills! Strives on being responsive, prompt, friendly, and is comfortable utilizing a one-on-one approach.
- Focuses on outcomes, not process. Does not micromanage!
- Has the ability to provide facts void of influence. Open minded and not self-centered.
- A willingness to learn: not afraid to ask questions or lean on others with more knowledge or experience.
- Has a good general understanding of cash flow and accounting. Has the ability to see the big picture and understand how the levy and debt service impacts taxpayers.
- Actively involved in community functions.
- Conveys an openness from a top-down organizational vantage point.
- Stresses the importance of proper training. Sees the value of setting aside training for Council, Planning & Zoning, and City staff.
- Has access to a large network of professional colleagues at the state and regional level.
- Ability to create a culture of citizen engagement at Council and Committee meetings.
- Proactive and collaborative minded.
- Coaches up and supports staff with positivity. Demonstrates patience and understanding as staff learn their roles.
- Has familiarity working with road and infrastructure projects.



New Administrator Priorities/Goals

- Guide Council forward – guide decision making processes to consider the future. Encourage a balance of preserving the City's history with the introduction of new services.
- Help educate and promote the Council to see the other side of various City-related issues.
- Be visible in the community and attend special events and community meetings.
- Find solutions to correct residential and business address issues (geographic and mailing addresses do not match) for 9-1-1 purposes.
- Develop trust between the City and the community members and businesses. Proactively communicate the status of City business, issues, and projects with affected community members.
- Focus on the importance of long-term capital planning, maintenance, and equipment replacement.
- Evaluate staffing and organizational structure to best determine how city services can adequately meet the community's needs.
- With an eye on planned growth, focus on areas of progressive planning and zoning initiatives, connecting the Rocori Trail, and a variety of housing projects.
- Re-establish the committee structure within City Council.
- Be an active partner in finding opportunities to re-engage citizens to serve in community organizations and committees.
- Review the City's technology and communications to see where improvements can be made.
- Streamline the process for addressing citizen concerns.
- Engage an outside agency to examine enterprise funds to determine appropriate, fair, and adequate rates.
- Review and recommend changes to City policies including, but not limited to, personnel, assessment, meeting code of conduct, etc.
- Pursue grants at DEED, Legacy Funds, and from other sources. Initiate a collaborative relationship with neighboring agencies to go after funds (county, cities, environmental, watershed district, etc.).



Position Announcement



City: Rockville, Minnesota

Position: City Administrator

Salary: \$79,050 to \$110,601

Application Deadline: November 22, 2022

Job Summary: As the Chief Administrative Officer of the City, the City Administrator/Clerk 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 Administrator/Clerk manages operations of the City, provides financial oversight and is responsible for supervising all city staff and consultants. This position is responsible for the management of all functions directly or indirectly through the department heads. The City Administrator/Clerk assumes the statutory duties of clerk and is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

Minimum Qualifications: Bachelor's degree in Public Administration, Political Science, Community Development, Business, Finance, or related field, and three years of responsible public sector administrative and supervisory experience, or a bachelor's degree in one of the mentioned fields and five years of professional experience which must have included supervisory experience.

Apply: Visit <https://daviddrown.hiringplatform.com/128638-rockville-city-administrator/474181-application-form/en> and complete the application process by November 22, 2022. Finalists will be selected on December 14, 2022, and final interviews will be held on January 4, 2023.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

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