



CITY OF
INVER GROVE
HEIGHTS



City Administrator

\$176,800 to \$224,660



The Community at a Glance

Inver Grove Heights is a city with deep roots and a strong sense of place. Incorporated in 1965, the community has grown into a full-service city spanning nearly 28 square miles, offering a thoughtful balance of established neighborhoods, active commercial areas, and preserved natural landscapes. Located in northern Dakota County just minutes from downtown St. Paul and Minneapolis–St. Paul International Airport, Inver Grove Heights combines regional accessibility with the feel of a close-knit, community-focused city.

The Mississippi River forms the City's eastern edge and plays an important role in shaping both its history and identity. Lakes, wetlands, wooded areas, and open space are woven throughout the community, creating a setting that feels connected to nature while remaining firmly part of the Twin Cities metropolitan area. Housing options range from apartments and townhomes to large-lot residential properties, supporting a variety of lifestyles and life stages.

Community pride is evident throughout the year. Inver Grove Heights Days, held each September, brings residents together for parades, fireworks, street dances, tournaments, and citywide events that draw visitors from neighboring communities. Seasonal traditions, such as the City's well-known holiday light displays, reinforce a welcoming atmosphere and a strong sense of civic identity.

Quality of Life

Quality of life in Inver Grove Heights is shaped by how residents experience the City every day. An extensive system of parks, trails, and open spaces encourages outdoor activity, connection, and exploration in every season. These amenities are intentionally integrated throughout the community, supporting walkability and access to recreation close to home.

Signature facilities such as the Veterans Memorial Community Center and Inver Wood Golf Course serve as gathering places for recreation, wellness, and community engagement. The historic Rock Island Swing Bridge, a visible reminder of the City's riverfront heritage, features a nightly light display during the summer months and has become a recognizable local landmark.

The City continues to invest in placemaking and inclusive amenities. Heritage Village Park, located along the Mississippi River corridor, is emerging as a focal point for community life, with an inclusive playground and splash pad scheduled to open in 2026. Civic spaces also reflect community values. Inver Grove Heights City Hall features a rotating art gallery highlighting the work of local student artists. Together, these investments reinforce a city that values accessibility, community connection, and thoughtful long-term planning.



Education & Workforce

Inver Grove Heights benefits from a strong educational foundation that supports both quality of life and workforce readiness. The community is served by Inver Grove Heights Schools (ISD 199), Rosemount-Apple Valley-Eagan Public Schools (ISD 196), West St. Paul-Mendota Heights-Eagan Area Schools (ISD 197), and Inver Hills Community College, offering residents access to K-12 education, post-secondary learning, and lifelong education opportunities.

The community values education and professional development, which is reflected in a well-prepared workforce and a culture that supports learning and skill development. This foundation contributes to a professional municipal organization and a local economy capable of supporting complex services, long-term planning, and continued growth.

Economy & Regional Role

Inver Grove Heights plays an important role in the regional economy as both a residential community and an employment center. A diverse mix of businesses, from locally owned establishments to major employers such as CHS, Inc. and Gertens, contribute to economic stability and opportunity.

Recent residential and commercial development reflects continued investment in the community while maintaining the character of established neighborhoods. With available land, strong infrastructure, and excellent regional access, Inver Grove Heights remains well positioned for thoughtful growth. The combination of affordability, connectivity, and quality public services makes the City an attractive place to live, work, and lead.





The Organization

Inver Grove Heights operates under a Council-Administrator form of government and delivers a full range of municipal services to a growing and increasingly complex community. The City is a full-service organization, providing public safety, infrastructure, utilities, parks and recreation, planning and development, and administrative services in-house.

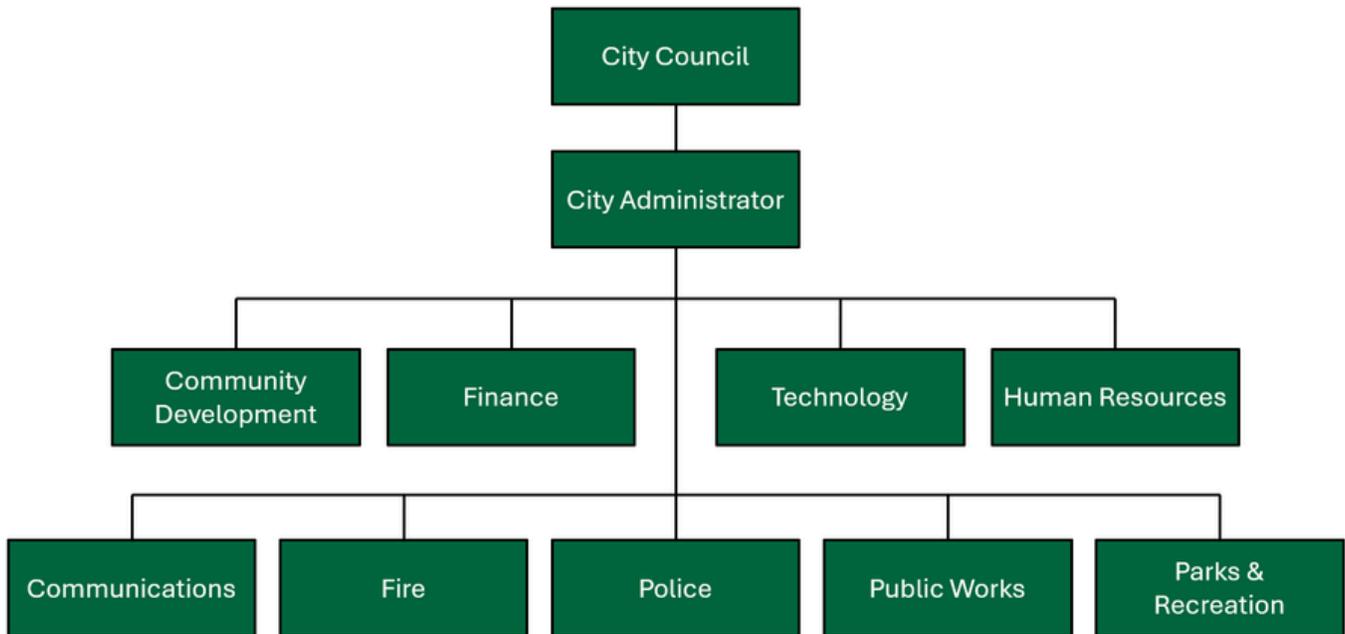
City departments include Administration, Finance, Community Development, Public Works, Parks and Recreation, Police, Fire, and Utilities, along with supporting functions such as Human Resources, Communications, Information Technology, and the City Clerk's office. The organizational structure reflects a blend of centralized administrative support and operational departments with specialized expertise.

The City employs a large and diverse workforce, including full-time, part-time, seasonal, and paid-on-call employees. Staffing levels fluctuate seasonally, particularly in public safety and parks and recreation operations. The City Administrator provides executive oversight to department directors and administrative leadership staff and is responsible for ensuring coordination, consistency, and alignment across all departments.

The organization places a strong emphasis on professionalism, accountability, fiscal stewardship, and responsive service delivery. The City Administrator plays a central role in maintaining effective internal operations, supporting department leadership, overseeing labor relations, and ensuring that City services are delivered in accordance with adopted policies, ordinances, and applicable laws.



Organizational Structure



Budget Summary

	2024	2025	2026
Unassigned	862,807	2,404,220	976,437
Mayor & Council	326,532	365,765	367,565
Administration	326,867	278,600	287,100
Human Resources	397,619	432,300	612,320
City Clerk	311,975	383,242	410,550
Elections	223,603	92,700	134,044
Communications	370,424	442,553	461,952
Finance	1,277,033	1,514,250	1,545,100
Police	11,505,221	12,697,764	13,206,124
Fire	5,687,195	7,159,353	7,419,484
Public Works	0	0	0
Engineering	1,234,437	1,492,485	1,468,155
Street Maintenance	3,210,989	3,472,010	3,391,450
Street Lighting	186,967	215,800	217,400
Parks Maintenance	2,749,083	2,862,850	2,974,200
Recreation	709,909	783,510	847,830
Community Development	499,944	539,550	603,883
Planning	353,564	460,826	416,740
Inspections	1,263,051	1,393,756	1,448,832
Total Expenditures	\$31,497,228	\$36,991,534	\$36,789,166

Core Duties of the Position

Serves as the Chief Administrative Officer of the City

- Implements City Council actions, policies, ordinances, resolutions, goals, and objectives and directs the administration and operations of the City as provided by City Council actions.
- Ensures that the City operates in accordance with all federal, state, and local laws.
- Follows accepted standards and practices of public administration.
- Evaluates projects, programs, and services and the impact they may have on the community and City.
- Attends City meetings, committee meetings, staff meetings, or meetings with other governmental entities.
- Oversees the preparation of meeting agendas.
- Provides direction, supervision, and oversight to department directors and administrative personnel on administrative matters in the coordination of services and collaboration between departments and the sustainment of an organizational culture that supports and enhances the City's values.
- Oversees and directs administrative services of the City, including technology, finance, human resources, communications, and City Clerk functions.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.

Advises the Council and its Committees on operational issues, items, concerns, and recommendations

- Advises committees of any operational issues as they arise and before presentation to the City Council.
- Advises the Council on proposed legislation that can have an effect on City operations.
- Represents the City at various meetings as directed by the Council.
- Coordinates, collaborates, and works with departments to identify innovative opportunities.
- Plans, researches, formulates, and/or recommends policies, procedures, and proposals for the Council's consideration. Recommends ordinances, regulations, and/or policies for the consideration of the Council.
- Oversees, manages, and implements special projects as delegated by the City Council.
- Provides the City Council with reports regarding the impact of potential actions under review by the City Council.

Oversees and Plans the Budgetary Process and Fiscal Operations of the City

- Collaborates and coordinates budget presentation with the Finance Director and department directors in assessing City needs, resources, requirements, goals, and objectives.
- Monitors City expenditures and financial reporting.

Conducts/performs activities involved in public relations and public information services for the City

- Establishes relationships and communications with county administrators, county commissioners, school superintendents, local businesses, associations, and agencies.
- Works with local news media to best represent the interest of the City.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns, and to represent the City or serve as a liaison between the community, citizens, and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.

Attributes of the Successful Candidate

Works Effectively With the City Council; Builds Trust and Respects Roles

Builds trust through honest, ethical, and transparent communication to create a strong and effective working relationship with the City Council. Respects and understands the importance of the roles and responsibilities.

Builds, Develops, and Leads a Dynamic Organization

Builds on the strengths of the organization, through strategic human resource initiatives, timely and effective communication, supporting professional development, and building leaders throughout the organization. Respects and understands different generational influences in the workplace.

Professional, Self-Confident, and Mature Leader

Energetic, self-confident, and mature leader that is approachable, values listening, learning, and understanding all viewpoints, while pursuing the best interests of the City. Creates a standard of excellence and genuinely cares and supports the mental and physical well-being of the organization and employees.

Ethical, Integrity, and Authentic Leader

Leads by example with a strong ethical foundation and authentic presence; works to earn and retain respect among colleagues and creates pride and positive energy in the workplace. Has the capacity to get to yes and the fortitude to say no if required. Serves in a non-partisan manner.

Organizational Development and Culture Leader

Experience in culture development with a keen eye to understand and learn quickly by assessing strengths, gaps, and areas of need within the staff, and creating a plan to move the organization forward. Understands change management practices, the inter-relationship between departments and services and the value and importance of positive change.

Thoughtful, Responsible, and Decisive Decision Maker

Makes decisions with confidence, clarity, and purpose; delegates effectively. Creates expectations of accountability and performance that allows for risk-taking, innovation and creativity with the objective being a high functioning collaborative organization.



Attributes - Cont'd



Strategic Thinker; Understands Importance of Visioning and Planning

Understands the past and present to lay the groundwork for the future; brings analytical and forward-thinking aptitude to the role; coalesces city leaders around a strategic planning initiative to create a vision, mission, and unified direction for the organization.



Experience Leading a Growing and Developing City

Experience in a growing and developing city, understands development and growth processes and dynamics; how land use and comprehensive planning works, and in partnership with staff introduce new ideas and models for public engagement and input to create consensus on the future direction of the city.



Conflict Resolution and Negotiation Skills

A quick study and learner with a curious mindset; an inclusive decision-maker who respects varying opinions, is open to new ideas, and understands different perspectives in the workplace. Understands the art of negotiation and addressing conflict in a positive and constructive manner. Ability to manage a crisis if called upon.



Collaborator; Builds Trust and External Relationships in the Community

Actively participates in and builds collaboration and strong relationships in Dakota County, neighboring cities, local school districts, non-profits, community groups, state and federal legislators, regional entities, and others to strengthen the partnerships and collaborations in mutual areas of interest. In partnership with others, serves as the City's public representative as required.



Understands the Importance of Timely and Effective Communication

An effective and strong oral and written communicator; places emphasis on connecting with people; understands the tools and means to connect with people at all levels; initiates a process to create a brand and marketing identity for the City.

Major Projects, Priorities, and Goals

The new City Administrator will guide the City through strategic growth and organizational development, providing leadership across community initiatives, internal operations, and long-term planning.

Key focus areas include:

Minnesota Hockey Hall of Fame

Support Council with the information needed to make well-informed decisions at critical junctures throughout the planning process

Central Maintenance Facility

Work with Council to provide a timeline and path toward construction.

Vision and Strategic Planning

Drive the development of a citywide strategic plan and foster a collaborative, cross-departmental culture.

Compensation and Classification Study

Partner with HR to execute a comprehensive review, ensuring timely Council engagement and completion.

Comprehensive Plan Update

Provide leadership and support to the Planning Department, ensuring the plan reflects sustainable growth and community priorities.

Internal Policies and City Code Recodification

Work with the City Clerk to modernize policies and recodify city code, ensuring accessibility and compliance.

Staffing Capacity and Organizational Assessment

Assess departmental strengths and gaps and develop a long-range organizational plan to optimize capacity and succession.

Accessibility Compliance

Support staff in achieving federally mandated accessibility requirements, ensuring sustainable integration across city operations by April 2027.

City Identity, Brand, and Communications

Assist in facilitation of a comprehensive communications initiative that defines the City's brand, values, mission, and unique differentiators, unifies messaging cross-departmentally, and strengthens the City's sense of place and identity.





Position Announcement

Organization: City of Inver Grove Heights, Minnesota

Position: City Administrator

Salary: \$176,800 to \$224,660

Benefits: Health, Dental, Vision, Retirement & Savings Plans, Time Off, Life & Disability, and more

Application Deadline: March 24, 2026

Job Summary: Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies, and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures.

Minimum Qualifications: A degree in Public Administration, or closely related field, and five (5) years of management and leadership experience in the areas of finance, government, and public administration, or an equivalent combination of education and experience. A master's degree in Public Administration or closely related field is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/375598-inver-grove-heights-city-administrator/1432123-application-form/en> and complete the application process by March 24, 2026. Finalists will be selected on April 13, 2026, and final interviews will be held on May 5, 2026.

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



DDA

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