



# CITY ADMINISTRATOR

Salary: \$126,000 to \$150,000



Located in western Stearns County, Minnesota along the Interstate 94 corridor, Melrose is a resilient and welcoming community of approximately 3,700 residents. Positioned between the regional centers of St. Cloud and Alexandria, the City offers convenient access to larger employment and service hubs while maintaining the strong identity and close-knit character of a small Minnesota community.

Melrose is known for its strong work ethic, civic pride, and deep sense of community. Generations of families have built their lives here, creating a stable residential base supported by active churches, volunteer organizations, and long-standing local traditions. Residents value the relationships and accessibility that define daily life in the community.

The City maintains a stable and diverse economic foundation supported by manufacturing, food production, healthcare services, retail trade, and agriculture-related enterprises. These industries provide solid employment opportunities while contributing to a dependable and balanced tax base. Local businesses, from established manufacturers to family-owned retailers and service providers, play an important role in sustaining the community's economic vitality.

Melrose benefits from its location along Interstate 94, which supports regional commerce, workforce mobility, and future development opportunities. Natural amenities, including the nearby Sauk River and surrounding lakes, further enhance the community's quality of life.

Through thoughtful planning and responsible management, Melrose continues to balance economic stability with the preservation of the small-town character residents value.

# Recreation & Community Life

Recreation and community engagement are central to life in Melrose. The community offers a variety of parks, athletic facilities, and outdoor amenities that support both organized activities and everyday recreation.

The nearby Sauk River provides scenic beauty and opportunities for outdoor enjoyment. Within the city, parks, ballfields, playgrounds, and green spaces support youth athletics, community programming, and neighborhood gatherings, offering accessible options for residents of all ages.

Community traditions remain an important part of Melrose's identity. Annual events such as the Fourth of July celebration, featuring a parade and fireworks, draw residents together. Seasonal activities, holiday events, and Chamber-sponsored gatherings throughout the year further reflect the strong volunteer spirit and community pride that define Melrose.



# Education

Melrose Area Public Schools (District 740) serves local students through a comprehensive PreK–12 system focused on academic achievement, community partnership, and preparing students for lifelong learning. The district offers strong academic programming along with opportunities in athletics, the arts, and extracurricular activities.



Faith-based education is also available through St. Mary's Catholic School, which integrates faith formation with academic instruction. Early childhood education is supported by Montessori of Melrose, serving children from infancy through kindergarten.

Together, these options reflect the community's commitment to supporting students and families through strong educational opportunities.

# Healthcare

Melrose residents are served locally by CentraCare – Melrose, providing hospital services, primary care, and emergency care. Access to healthcare services within the community contributes significantly to quality of life and regional stability. Additional specialty care and expanded medical resources are available in nearby St. Cloud and surrounding communities.





## The Organization

The City of Melrose operates under a Council-Administrator form of government, providing a clear distinction between policy leadership and administrative management. The Mayor and City Council establish policy direction, adopt ordinances, and set community priorities, while the City Administrator is responsible for implementing Council policies and overseeing the daily operations of the organization.

The City provides a full range of municipal services to residents and businesses, including public works, utilities, administrative services, financial management, community development, and coordination of public safety services. These services support the maintenance of critical infrastructure, delivery of reliable utilities, and ongoing planning that helps guide responsible growth and development within the community.

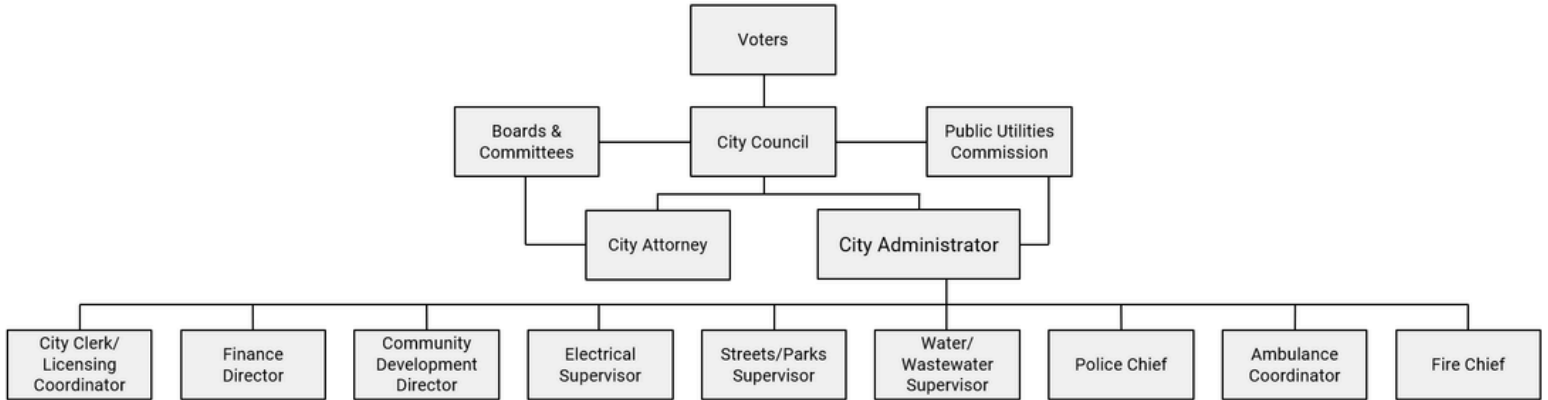
City leadership has demonstrated a long-standing commitment to responsible financial stewardship, infrastructure investment, and practical decision-making. Through careful budgeting, long-term planning, and thoughtful management of public resources, the City works to maintain stable operations while addressing evolving community needs.

The organization is supported by a dedicated team of employees who take pride in serving the community and maintaining responsive, accessible local government services. Staff members work collaboratively across departments and maintain a strong focus on customer service, operational efficiency, and accountability.

Melrose's organizational culture reflects the values of the community it serves - collaborative, hardworking, and solutions-oriented. The City strives to maintain open communication with residents, support a positive workplace environment for employees, and ensure that municipal services continue to meet the expectations of a growing and engaged community.

# Organizational Structure

The City of Melrose operates as a full-service organization with a team of approximately 75 employees across administration, public safety, public works, and municipal utilities. The City Administrator oversees all operations, including electric, water, and wastewater utilities, as well as police, fire, and ambulance services, supporting a collaborative and service-oriented workforce.



# Financial Overview

General Fund	2025	2026
General Government	553,783	597,126
Public Safety	790,076	973,028
Streets	589,156	682,310
Parks & Recreation	133,544	87,462
Community Development	110,096	149,591
Miscellaneous	174,121	59,125
Capital Outlay/Transfers	700,675	692,750
Transfers Out	159,457	170,228
<b>Total Expenditures</b>	<b>\$3,258,735</b>	<b>\$4,201,711</b>

Utility Fund	2025	2026
Electric	9,864,095	11,081,988
Wastewater	2,539,986	2,845,654
Water	811,062	1,066,868
<b>Total Fund Budget</b>	<b>\$13,215,143</b>	<b>\$14,994,510</b>

# Essential Functions of the Position

- Directs the overall administration of the City and utilities as provided by City Council and Utilities Commission direction and state and federal statutes.
- Compiles and prepares data and information to aid the City Council and Utilities Commission in making decisions; assists the City Council and Utilities Commission in coordinating, administering, and implementing decisions in regard to requests and problems of municipal concerns; researches and assists the City Council and Utilities Commission in developing and recommending solutions thereto; coordinates efforts through directives to other departments, other agencies, and the general public.
- Supervises and oversees the administrative portion of all improvement projects; prepares reports and summaries relating to proposed municipal projects/improvements and submits them with recommendations as may be required for study and subsequent action by the City Council and Utilities Commission.
- Formulates, coordinates, and carries out the City's strategic plan as approved by the City Council and Utilities Commission including long- and short-range plans.
- Represents the City and Utilities Commission at official functions as directed by the City Council and Utilities Commission and maintains good public relations; consults with appointed officials and other public or private agencies as may be required to include serving as the City's public official and representing the City at the State Legislature and other functions.
- Analyzes the functions, duties, and activities of the various departments and services of the City and of all employees thereof, and to make recommendations regarding the same to the City Council and Utilities Commission; directs all personnel matters as provided by the Personnel Policies of the City and Utilities.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments; ensures compliance with applicable laws, regulations, rules, policies, and ordinances.
- Maintains responsibility for the statutory duties of the City Treasurer; however, the Finance Director is primarily responsible for financial operations.
- Oversees preparation and submittal of an annual budget and five-year Capital Improvement Plan to the Council and Utilities Commission.
- Maintains responsibility for fiscal oversight and accountability for all areas of the budget.
- Attends and participates in all Council and Utilities Commission meetings and other official bodies as directed by the Council and Utilities Commission and ensures all laws and ordinances are enforced.
- Oversees City staff in conducting local elections in accordance with State and County requirements.
- Assists in negotiating contracts for presentation and final approval of the Council and Utilities Commission.



# Key Competencies & Leadership Attributes

## Leadership & Management

- Demonstrates steady, confident, and principled decision-making.
- Empowers and supports staff while maintaining clear expectations and accountability.
- Delegates effectively, valuing staff time, roles, and professional expertise.
- Maintains strong organization and consistent follow-through across multiple priorities.

## Government, Utilities & Technical Expertise

- Brings strong financial acumen and disciplined budget management.
- Possesses working knowledge of water, wastewater, and electric utility operations.
- Effectively collaborates with major industrial and commercial users.
- Understands municipal operations and the unique relationship between the Melrose PUC and City Council.

## Community Presence & Engagement

- Maintains a visible, approachable presence within the community.
- Builds and sustains strong relationships with local businesses and civic organizations.
- Thrives in a small-town environment, with a preference for local connection or familiarity.
- Demonstrates cultural awareness; Spanish language skills are a plus.

## Interpersonal Effectiveness & Organizational Culture

- Approachable, composed, and an attentive listener.
- Skilled in conflict resolution and maintaining confidentiality.
- Supports, mentors, and fosters collaboration across departments.
- Builds trust quickly through a warm, personable, and professional demeanor.

## Strategic Thinking & Long-Term Vision

- Provides realistic, forward-looking guidance aligned with Council priorities.
- Applies creative thinking to improve efficiency and address complex challenges.
- Balances project execution with organizational cohesion and employee morale.
- Demonstrates an understanding of long-term planning, infrastructure needs, and community growth.



# Position Announcement



**Organization:** City of Melrose, Minnesota

**Position:** City Administrator

**Salary:** \$126,000 to \$150,000

**Benefits:** Health, dental, HSA/FSA, life, disability, employee assistance, pension, and more

**Application Deadline:** May 18, 2026

**Job Summary:** The City Administrator serves as the chief administrative officer, responsible for the overall management and operation of the City and its utilities. This role provides strategic leadership, supports the City Council and Utilities Commission, oversees departmental operations, and ensures effective implementation of policies, programs, and services in compliance with applicable laws and regulations.

**Minimum Qualifications:** A bachelor's degree in public administration or a related field and at least three to five years of relevant professional experience. Demonstrated leadership, supervisory, and financial management experience is required, with prior exposure to municipal utilities operations preferred. Equivalent combinations of education and experience may be considered.

**Apply:** Visit <https://daviddrown.hiringplatform.com/389181-melrose-city-administrator/1482173-application-form/en> and complete the application process by May 18, 2026. Finalists will be selected on June 8, 2026, and final interviews will be held on June 30, 2026.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.



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