



City Administrator

Salary Range: \$117,000 to \$146,116



A Truly Connected Community



The City of Watertown, Minnesota, is a vibrant and connected community of 4,800 residents located in northwest Carver County. Known as the “Heart of the Luce Line,” the City is situated along the banks of the South Fork of the Crow River. With an easy drive to Interstate 494, and conveniently located between US Highway 12 and State Highway 7, Watertown is a welcoming, sophisticated, friendly bedroom community that offers a robust and convenient lifestyle to its residents. A thriving downtown commercial district with free public WIFI and direct access to the Luce Line Trail draws visitors to the area. Great local schools, affordable living, and a variety of housing choices can all be found right in Watertown.

The City of Watertown lies within the seven-county metropolitan area and offers a unique lifestyle for residents who work and do business all over the region. The City’s vibrant downtown serves as the commercial and service core to a growing population which is projected to grow by an additional 2,800 residents by 2040. The City of Watertown benefits from being the convergence point of multiple significant local and state road corridors. Come and enjoy one of the safest and most peaceful communities in Minnesota.



EDUCATIONAL OPPORTUNITIES



Public education in Watertown is provided by the Watertown-Mayer Public Schools. Comprised of three schools and one community learning center, the district enrolls approximately 1,500 students throughout its facilities. Watertown-Mayer Elementary houses approximately 560 K-4th grade students, Watertown-Mayer Middle School serves over 460 5th-8th grade students, and Watertown-Mayer High School enrolls roughly 465 9th-12th grade students. Members of the community recently showed their support of the district and its students by passing a bond referendum. This included an

operating levy that would allow class sizes to remain low and allow for the range of elective classes to continue to be available. It also included \$25 million for facility improvements.

For those seeking a private educational option, Christ Community Lutheran School is a preschool through eighth grade Christian school that offers smaller class sizes with individualized learning opportunities. Students may continue on with private high school education at the Mayer Lutheran High School in the nearby City of Mayer.



HEALTHCARE

Catalyst Medical Clinic (CMC) is an operating division of Infinite Health Collaborative (i-Health). Infinite Health Collaborative is a group of local medical practices, independently owned and led by its physicians, with operating divisions representing several areas of expertise. The Catalyst Medical Clinic in Watertown is located in Riverbend Plaza and is open five days a week providing child and adult care, comprehensive

physical exams, acute illness and injury services, mental health services, patient education, outpatient surgical procedures, and much more. The Clinic also has a facility in the City of Chaska.

Lakeview Clinic - Watertown is a full-service clinic providing family medicine, internal medicine, pediatrics, x-ray facilities, laboratory services, and more. The Clinic also has facilities in the Cities of Chaska, Norwood, and Waconia.



RECREATION AND COMMUNITY EVENTS



Watertown celebrates the outdoors. With four miles of riverfront shoreline, families can enjoy easy access to fishing and kayaking on the scenic Crow River. The City is also home to 17 neighborhood or community parks that feature playground equipment, viewing areas along the river, a dog park, a disc golf course, tennis courts, and soccer and baseball fields. The City has invested in each of its 17 parks over the last seven years.



A big community asset is the Luce Line Trail. This DNR multi-use trail extends from Winsted, Minnesota, and ends in Plymouth, Minnesota. The 63-mile trail crosses the South Fork Crow River right in the downtown area of Watertown and is available for biking, running, jogging, walking, and even snowmobiling.



The skating rink is a seasonally operated rink that provides boards, nets, and other equipment so families can enjoy skating and sports. The rink was overhauled in 2020 with a new surface and boards. In 2022, the rink was also painted and nets were installed for pickleball courts.

The City is also home to a vibrant arts and entertainment community that promotes plays, concerts, performances, and other events at the Performing Arts Center. They also partner with Carver County to offer services at the Watertown Public Library. The Library was remodeled in 2013 and now includes a technology lab.



Watertown is host to many events that take place throughout the year. The Chamber of Commerce sponsored events include Rails to Trails, National Night Out, an Educator's Appreciation Dinner, Ladies Night Out, Downtown Trick or Treat, a Tree Lighting Ceremony, and an Easter Eggstravaganza.

THE ORGANIZATION



The City of Watertown utilizes a Council/Administrator form of government. The City Council is presided over by the Mayor who is elected to a two-year term.

Four Council members are elected to four-year terms. The Council is charged with making laws, setting policies, adopting the budget, and overseeing a wide range agenda for the community. The City Administrator oversees and directs all City operations, projects, and programs.

Most of the residents of Watertown recognize that the City is a well-run organization. The community has confidence in its Council to ask the right questions. The Council meets the residents where they are. In preparation for large projects, the Council meets with residents in their neighborhoods to host public meetings and seek community feedback.

The new City Administrator will be supported by a relatively new, but highly professional staff who want to serve the community. Watertown employs 13 full-time and four seasonal staff members as well as 28 paid on-call firefighters. Consulting staff includes Legal, Engineering, Planning, and Building Inspections.

The City of Watertown has invested in 24-hour policing through the Carver County Sheriff's Department.

The City takes a pragmatic and transparent approach in its planning process and has taken an active role in investing in its fleet and infrastructure. They have updated their streets assessment policy and shifted the responsibility of funding collector for streets to a 70/30 split between the developer and the City. The Council is proud of its approach to pay cash for the regular maintenance and upkeep of City streets. This project will provide better connectivity from the north to the south via construction of a wider and safer highway, dedicated turn lanes, sidewalks, and a connection to the Luce Line Trail.

The City of Watertown sits in a good financial position with an upgraded bond rating, a 20-year financial plan, and a 10-year CIP. The Council looks to expand and refine its financial planning models to operate the City's core services without using Local Government Aid.



Vision

The City of Watertown is a tight-knit growing community that is welcoming, business friendly, and supportive with a thriving economy that enables neighbors, friends, and family to meet, socialize, and enjoy a high quality of life.

Mission

The mission of the City of Watertown is to provide high quality public services that address community needs through strategic planning, sound fiscal management, and innovative thinking while preserving our proud history.

Values

Excellence and Quality in the Delivery of Services

We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional, cost-effective, and efficient manner.

Fiscal Responsibility

We believe that fiscal responsibility and the prudent stewardship of public funds is essential for citizen confidence in government, and we strive for diverse sources of revenue.

Ethics and Integrity

We believe that ethics and integrity are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.

Fairness and Engagement

We believe policies and decision-making processes that are applied consistently across all parties is the foundation for fairness.

Communication

We believe that open, honest, and transparent communication is essential for an informed and engaged citizenry that fosters a collaborative environment for all stakeholders.

Professionalism

We believe that continuous improvement is the mark of professionalism and are committed to applying this principle to the services we offer and the development of our employees.

Visionary Leadership and Planning

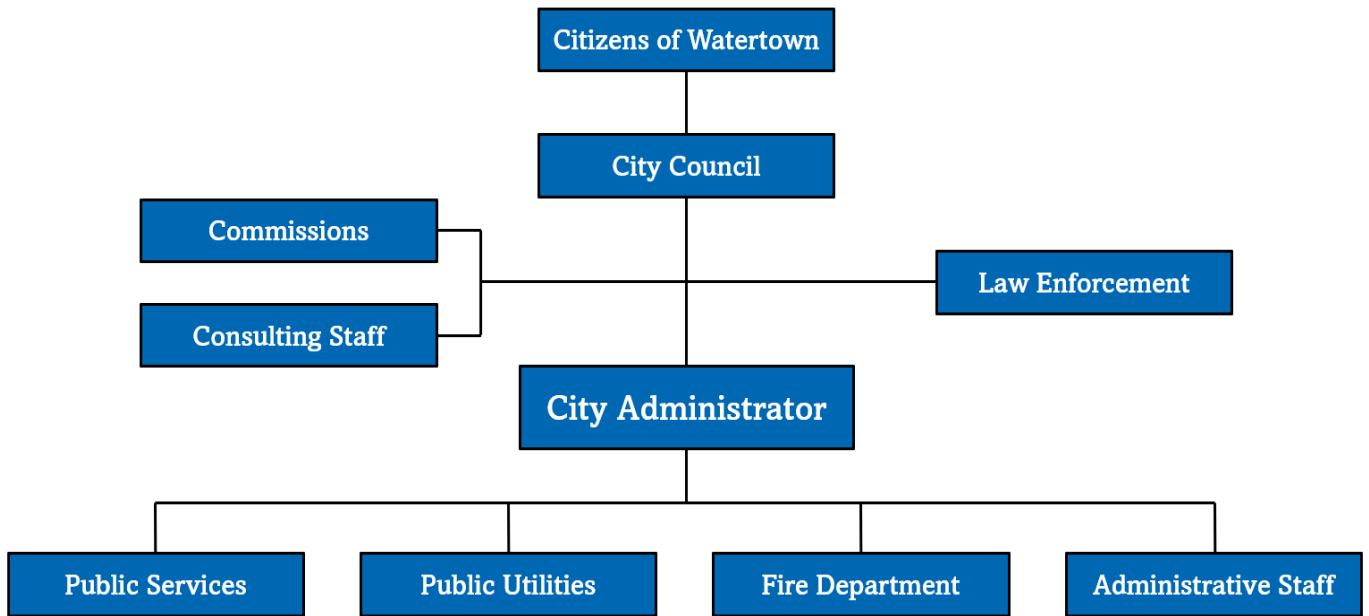
We believe that the very essence of leadership is to be visionary and to plan for the future.

Small Town Atmosphere

We believe that our City's small-town atmosphere, vibrant downtown, and unique charm is what attracts people to our community and encourages their participation in our activities.



ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

	2022	2023	2024
General Fund	2,754,073	3,019,473	3,120,532
Fire Department Fund	547,947	662,331	750,676
Sewer Fund	978,358	663,071	937,596
EDA	385,225	390,301	156,068
Storm Water	162,004	135,484	146,213
Water	705,321	521,433	560,656
Total All Funds	5,532,928	5,392,093	5,671,741

Governmental Operation

- Develop and administer the rules, regulations, and procedures necessary to ensure the proper functioning of all departments to meet goals and objectives established by the City Council.
- Supervise and manage all City operations including, but not limited to, the departments of Administration, Government Operations, Police, Fire, Public Works, Planning and Zoning, and Utility Operations within the policies and budget constraints of the City.
- Advise the City Council as to the future needs of the City, making recommendations to the Council in a five-year capital improvement program reviewed and updated annually.
- Attend and take part in discussion at all meetings of the City Council and other official bodies as directed by the Council. The City Administrator shall also represent the City at all official or semi-official functions as may be directed by the City Council or the Mayor. Represent the City and cooperate with other governmental agencies and officials in areas of mutual interest.
- Oversee handling of complaints, concerns, issues, and requests for services to ensure prompt and courteous response to citizens. See that all codes and ordinances are fully enforced.
- Coordinate the preparation of agendas and supporting documents for all City Council meetings.
- Prepare a variety of reports and make presentations to the City Council and Advisory Commissions and recommend as appropriate the adoption of measures necessary for the health, safety, and welfare of the community or for the improvement of government operation.
- Serve as a liaison between department heads and the City Council as well as between City Advisory Commissions and the City Council.

Human Resources Duties

- Supervise and participate in the selection of employees, evaluate employees, and recommend salary adjustments; determine staffing and structure needs.
- Represent the City Council exclusively in all human resource and collective bargaining matters and negotiate with representatives of employee organizations.
- Coordinate the work of all contracted consultants including the City Attorney, City Engineer, and Building Inspector.

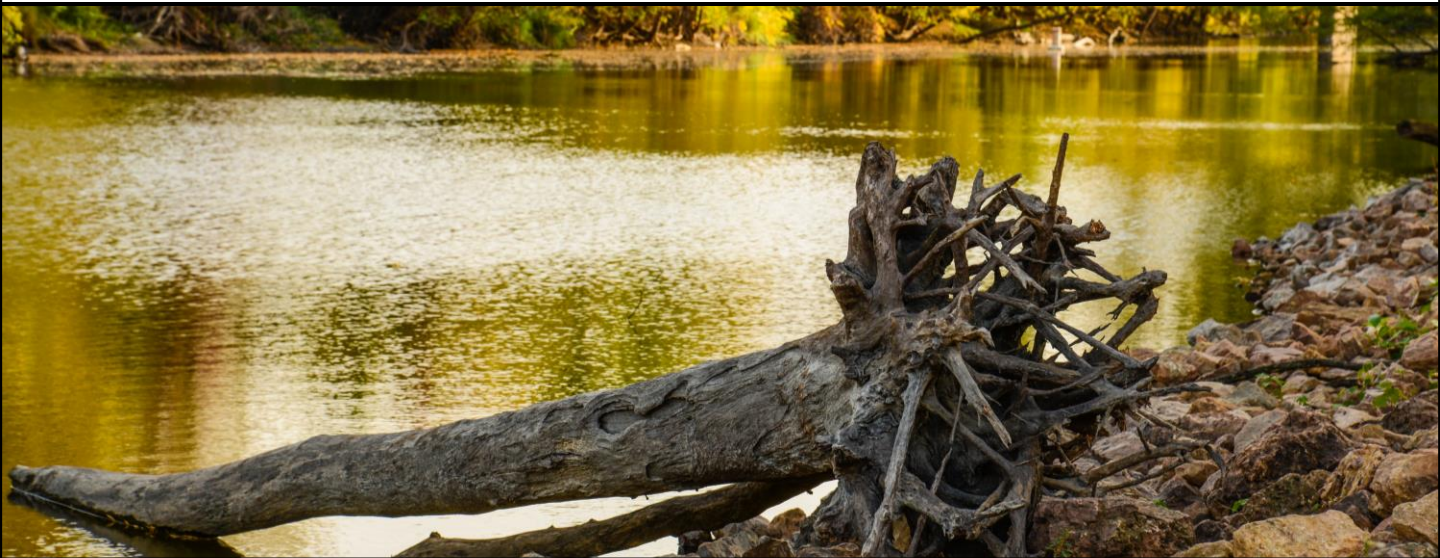


Finance Duties

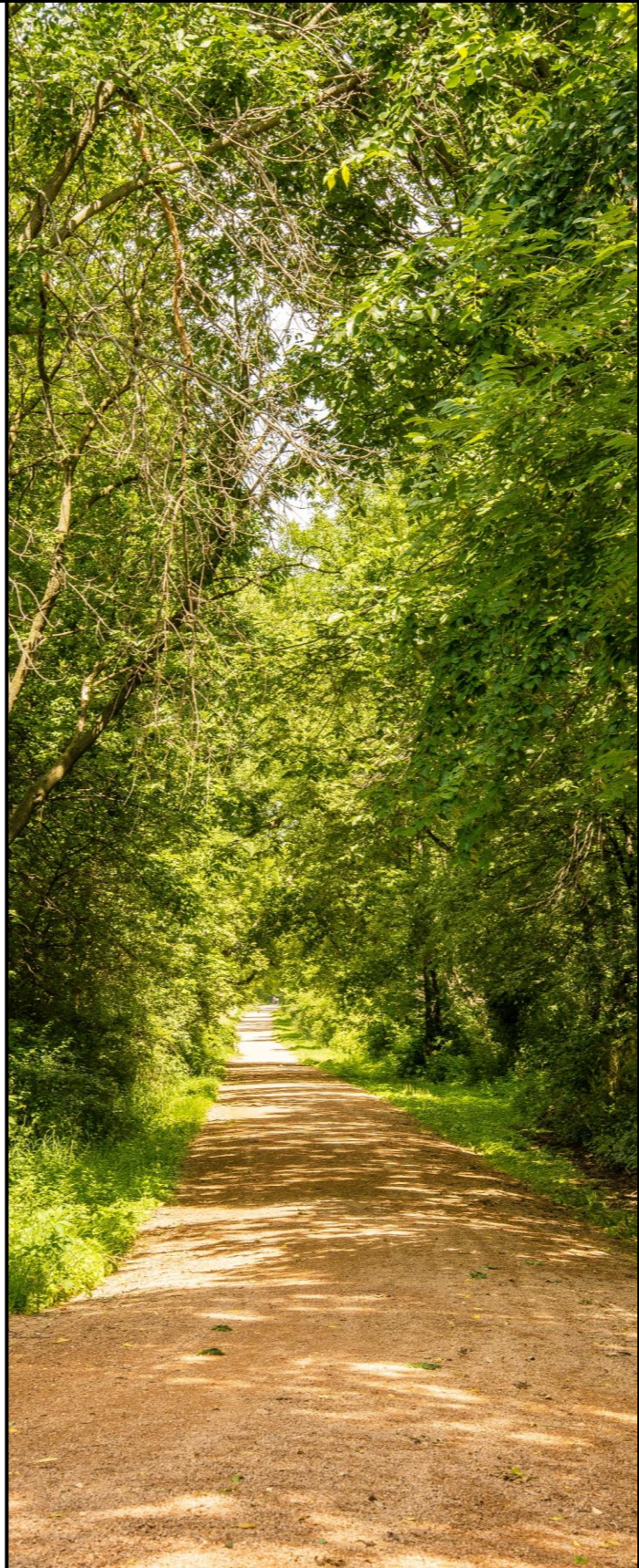
- Prepare and submit the annual budget to the City Council.
- Administer all City funds including the enterprise funds.
- Keep the City Council advised of the financial condition of the City and make such recommendations as he/she may from time to time; determine what is desirable and what is necessary to ensure effective management of financial assets.
- Work with the City Clerk and City Council to ensure favorable investment of available funds, effective and proper accounting practices, appropriate insurance, and effective financial planning.
- Maintain a familiarity with alternate revenue sources including federal and state aids, loans, grants, and other possible sources, and submit recommendations to the City Council for actions necessary to pursue such sources.
- Manage City investments according to state and City guidelines; research and analyze investment possibilities, determine cash available and length of each investment, invest and track funds and withdraw funds as needed.
- Work with financial consultants when necessary.

Planning & Zoning Duties

- Supervise the duties of the Planning Department, coordinate development applications with City staff and consultants, handle issuance of building permits, variance requests, conditional use permit requests, and other matters relating to planning and zoning.
- Prepare and submit grant applications as directed by the City Council
- Perform other duties as may be required by the City council and consistent with Minnesota Statutes and City Ordinances.
- Maintain zoning maps and records; prepare public notices.
- Evaluate potential projects, programs, and serves to determine feasibility and community impact and make recommendations to the City Council.



- Highly skilled in organizational development and well versed in providing a high level of leadership and support to staff. Brings trust and credibility to the position and serves as a buffer between the City Council and staff.
- Well-rounded in planning and zoning, economic development, municipal finance, collaborations, managing JPAs, legislative outreach, grants, hiring top talent, and appropriately deploying contracted staff.
- Ability to explain the “why,” knows when to engage the Council, and is poised to answer difficult questions.
- Leads with drive, passion, and a can-do attitude.
- Approachable and accessible and engages in positive relationships with area stakeholders, service organizations, residents, and business owners.
- Growth minded: in self, community, staff, and the organization.
- Future oriented and a community promoter.
- Personable, has a sense of humor, and is well-versed in teamwork.
- Has a large professional network and demonstrates resourcefulness.
- Champions a customer service environment at all levels within the organization, demonstrates active listening skills and patience, and has a desire to make resident’s lives better.
- An active Administrator: attends community meetings and community festivals, participates in community clean-up events, and promotes a business-friendly environment.
- Tech savvy: on top of navigating an organization in a tech environment.
- Makes self-available to take after hours/emergency calls from staff and engages in problem solving.
- Has experience in leading dynamic projects.



- Maintain the City's investments via long-term planning initiatives of its amenities such as parks, public safety, streets, utilities, trail segments, staff, the Community Park build-out, and connecting the downtown business community to the river, all while maintaining minimal increases of the annual levy.
- Dive into the budget process and prepare to begin the bid letting process for the 2025 Street Project at the start of the calendar year.
- Lead the community in sustainable growth activities with the goal of diversifying the tax base. Support and facilitate a business-friendly environment and create a catalyst for re-development. See potential for future growth; lead the charge in attracting a variety of residential, commercial, and industrial opportunities.
- Take an active role in organizational development: staff training, coaching, and team building, and successfully implement a compensation and classification study. Address staffing needs including examining whether staffing levels meet community growth and an ever-expanding suite of municipal services.
- Quickly build rapport and trusting relationships with staff, the Council, area leaders, and stakeholders. Engage with staff and residents via various forms of communication.
- Strive for and support initiatives in process improvement: building permits and inspections, enforcement of zoning codes, addressing nuisance properties, etc.
- Expand on the City's ability to be a service-oriented organization: ensure residents feel good about, and have a sense of pride in, their community.
- Support the City's fine arts initiatives and the Historical Society to connect new residents to the community.
- Facilitate annual goal setting session using the 2040 Comp Plan for developing annual goals and projects.
- Lead economic development efforts: continue to promote the Industrial Park, schedule the next Developers Day, invite developers in and promote Watertown, and prepare the community for continued growth along the south and eastern borders, etc.





POSITION ANNOUNCEMENT

CITY: WATERTOWN, MINNESOTA

POSITION: CITY ADMINISTRATOR

SALARY RANGE: \$117,000 TO \$146,116

APPLICATION DEADLINE: OCTOBER 2, 2024

JOB SUMMARY: Following City Council goals and policies, the Administrator oversees government operations, Planning and Zoning, and participation in Human Resources to ensure efficient operation of the City including supervising the administration of all functions including Administration, Government Operations, Policing, Fire Department, Public Works Department, Utility operations, and Planning and Zoning. The City of Watertown operates on a four-day workweek, offering employees a balanced schedule.



Minimum qualifications include a bachelor's degree in Public Administration, Business, Community Planning, Economic Development, or related field, and four years of related experience, or a master's degree in Public Administration and four years of related experience.

To apply, visit <https://daviddrown.hiringplatform.com/259691-watertown-city-administrator/1009279-application-form/en>. Please complete the application process by October 2, 2024.

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



DDA

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