



CITY ADMINISTRATOR

Salary: \$120,000 to \$140,000





WELCOME TO JACKSON, MINNESOTA

Jackson, Minnesota, is a charming small city located in the southwestern part of the state, serving as the county seat of Jackson County. With a population of around 3,000 residents, Jackson offers a blend of small-town warmth and modern amenities. The City is nestled in a picturesque area surrounded by rolling hills, farmland, and lakes, providing residents and visitors with ample opportunities for outdoor activities such as fishing, boating, hiking, and camping.

The City has a rich history, which is reflected in its historic downtown, where locally owned shops, restaurants, and businesses contribute to a close-knit community vibe. Jackson is known for its vibrant local events, including the annual Jackson County Fair, which draws visitors from across the region. These events are a testament to the strong community spirit, where neighbors come together to celebrate local culture and traditions.

Economically, Jackson's roots are in agriculture, with the surrounding region known for its farming and dairy production. However, the local economy has diversified over the years, with small businesses and manufacturing playing a vital role in sustaining the City. Jackson is also a hub for regional healthcare services, with access to clinics and nearby hospitals ensuring that residents receive quality medical care.

Education is another cornerstone of the community, with Jackson County Central Schools providing educational opportunities for children from elementary through high school, and the Minnesota West Community and Technical College for those seeking higher education.

With its blend of natural beauty, rich history, and strong sense of community, Jackson, Minnesota, is a wonderful place to live, work, and visit. Its welcoming residents and active community life make it an attractive destination for those seeking a peaceful, yet engaging environment.



Educational opportunities in Jackson, Minnesota, are provided by the Jackson County Central School District which serves students from elementary through high school. The district is comprised of Jackson County Central High School, a middle school, and elementary schools in both Jackson and the nearby town of Lakefield. The schools offer a wide-ranging curriculum that focuses on academic excellence while fostering the personal development of each student.

At the elementary level, students benefit from a solid foundation in core subjects like math, science, reading, and social studies, along with enrichment programs in music, art, and physical education. As students advance into middle and high school, the curriculum expands to include more specialized courses in areas like technology, business, agriculture, and the arts, preparing students for college, technical careers, or entry into the workforce.

In addition to K-12 education, Jackson residents have access to higher education through partnerships with regional community colleges and vocational schools. Minnesota West Community and Technical College, with a campus in Jackson, offers career-focused programs in fields like healthcare, business, and technical trades. These programs provide pathways for local students and adults seeking to advance their education and career skills.

The emphasis on both academic and extracurricular development in Jackson's schools ensures that students receive a well-rounded education, while regional higher education institutions provide further opportunities for lifelong learning and career advancement.



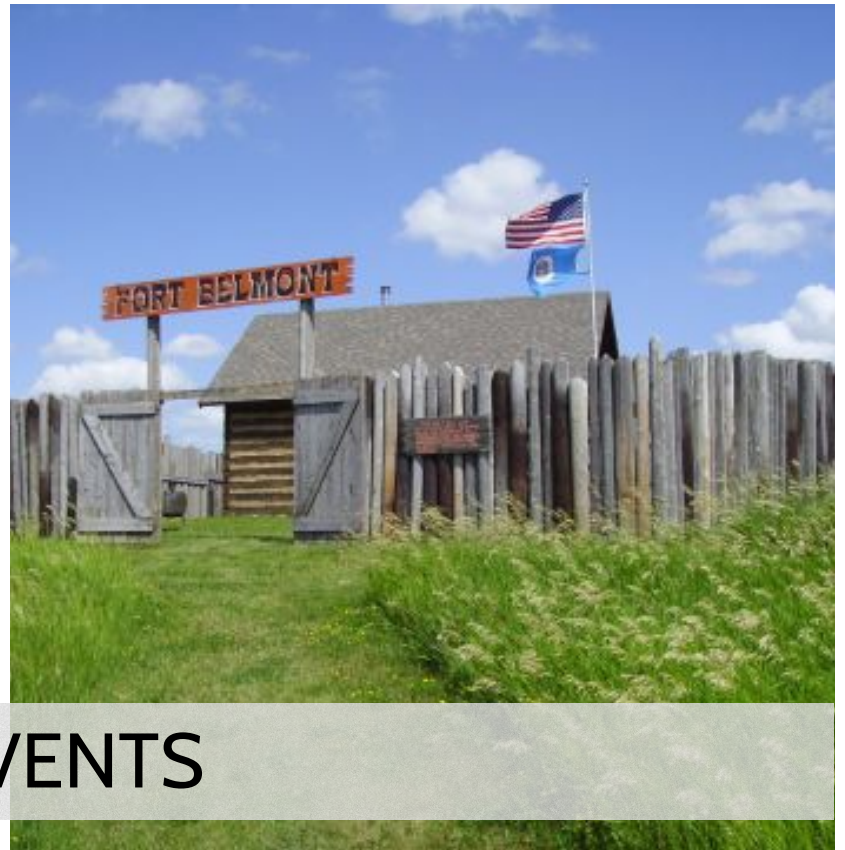
HEALTHCARE

Healthcare in Jackson is anchored by a network of local clinics and nearby hospitals that provide essential medical services to the city and surrounding areas. The community benefits from access to Sanford Jackson Medical Center, a critical healthcare facility offering a wide range of services including emergency care, inpatient and outpatient services, diagnostic imaging, rehabilitation, and primary care. As part of the larger Sanford Health system, the facility connects residents to specialized care when needed, ensuring comprehensive medical attention close to home.

In addition to the medical center, Jackson has local clinics and family practice providers that focus on primary care, preventative health services, and chronic disease management. These clinics often serve as the first point of contact for residents seeking healthcare, offering routine check-ups, vaccinations, and minor procedures.

For more specialized or advanced treatments, Jackson residents also have access to larger hospitals and healthcare systems in the nearby cities of Worthington or Mankato, where they can find specialists in fields such as cardiology, oncology, and orthopedics.

Overall, healthcare in Jackson is designed to meet the needs of its residents through a combination of local services and regional access, ensuring that quality care is available both in the community and through larger medical networks when necessary.



RECREATION & EVENTS

Jackson offers a variety of community events and recreational activities that reflect its strong sense of local pride and love for outdoor living. Throughout the year, residents and visitors can enjoy several annual events that bring the community together. One of the highlights is the Jackson County Fair which is held each summer. This event features agricultural exhibits, carnival rides, games, food vendors, and live entertainment. It's a family-friendly gathering that showcases the area's rural heritage while offering something for all ages. Jackson also hosts Rhythm of the River, Fort Belmont Pioneer Days, and Prairie Winds Kite Fly throughout the year, fostering community involvement and interaction. The City's downtown area often serves as a hub for these gatherings, promoting local businesses and artisans.

When it comes to recreation, Jackson is surrounded by natural beauty, offering a variety of outdoor activities. The Des Moines River, which flows through the City, provides opportunities for fishing, canoeing, and kayaking. Nearby lakes and parks are ideal for camping, hiking, and picnicking. Ashley Park and the City's network of walking and biking trails are popular spots for residents to stay active and enjoy the outdoors. For sports enthusiasts, Jackson offers community sports leagues including youth and adult programs for baseball, softball, and soccer. There are also recreational facilities including swimming pools and golf courses, making it easy for people of all ages to stay active year-round.

The Historic State Theatre in Jackson is a beautifully restored cinema with deep roots in the community. Originally opened in 1930, it has undergone several renovations over the years to maintain its vintage charm while upgrading its facilities for modern audiences. The theatre features Art Deco architecture and has served as a hub for entertainment, offering both movies and live performances. It is a cherished landmark in Jackson, representing the town's cultural heritage. Today, it continues to operate as a beloved venue for family-friendly events, movie screenings, and community gatherings.

These events and activities highlight Jackson's strong community spirit and its appreciation for both social gatherings and the great outdoors.

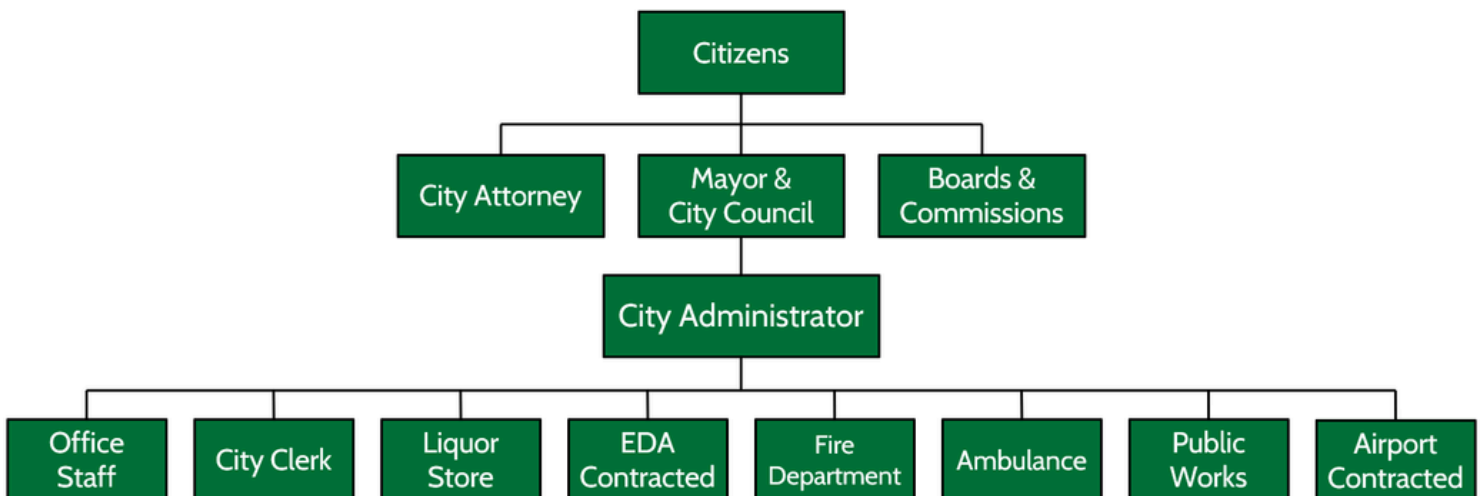


THE ORGANIZATION

The City of Jackson operates under a Mayor-Council form of governance. The City Council is made up of the Mayor and a group of elected Council members who are responsible for making decisions on local policies, ordinances, and the overall governance of the City. The Council consists of six Council members and the Mayor. The Mayor serves as the presiding officer and votes only in the case of a tie.

In addition to the Mayor and Council, Jackson's government includes several departments and commissions that oversee specific aspects of City operations including Airport, Ambulance, Fire Department, Public Works, and others. The City also employs a City Administrator, who is responsible for managing the day-to-day operations of the City, implementing Council decisions, and coordinating between different departments. The City Administrator plays a key role in ensuring that city services run efficiently and that the City's strategic goals are met.

Public services such as Police and Fire Protection, Street Maintenance, and Water Utilities are managed by the city government to ensure residents receive essential services. The City also focuses on community and economic development, working to support local businesses, attract new investments, and improve the quality of life for residents.



BUDGET SUMMARY

	2023	2024
City Council	73,206	85,953
Administration	533,664	512,010
Elections	3,500	10,650
Audit	11,500	13,000
Assessing	24,500	24,000
Attorney/Legal	120,000	125,000
Economic Development	123,335	207,459
Data Processing	48,488	46,954
City Hall Building	26,168	42,775
Law Enforcement	904,163	960,279
Fire Department	289,252	285,863
Building Inspector	15,250	15,000
Civil Defense/Sirens	3,500	3,500
Civil Defense/Floods	3,000	3,000
Animal Control	4,100	109,483
Streets & Alleys	587,792	741,816
Road Equipment	141,445	231,445
Sidewalks & Crosswalks	18,500	21,000
Ice & Snow Removal	69,371	73,371
Street Cleaning	18,048	18,048
Weeds & Spraying	9,300	15,100
Garbage Service	155,708	177,493
Summer Rec	4,312	8,312
Parks & Playgrounds	206,996	246,462
Splashpad	18,044	21,544
Pool	92,400	92,746
Ice Skating Rink	6,732	8,732
Senior Citizens	24,770	25,523
Downtown Environment	9,000	11,284
Council Unallocated	1,162,100	198,000
Total Expenditures	\$4,708,144	\$4,335,802

CORE DUTIES OF THE POSITION



Serves as the chief administrative officer of the City and performs such duties as:

- 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 the City.
- Attends City meetings, committee meetings, staff meetings, or meetings with other governmental entities. Prepares meeting agendas and supporting information.
- Provides direction, supervision, and oversight to department managers/supervisors on administrative matters and personnel-related matters of the hiring, firing, performance evaluation, etc., of City employees; coordination of services and collaboration between departments; and the sustainment of an organizational culture that supports and enhances the City's values.
- Conducts performance reviews on all direct reports, prepares letters of expectations for employees requiring follow-up evaluations, coaches and counsels staff, when necessary, and determines and issues discipline, as directed.
- Supervises administrative office staff directly and oversees daily operations and activities.

Advises the Council and its committees regarding 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 affect 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 recommends policies, procedures, and proposals for the Council's consideration.
- Oversees, manages, and implements special projects as delegated by the Mayor or City Council.
- Provides the Mayor and 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

- Presents the proposed budget to the Finance Committee and City Council.
- Monitors City expenditures and financial reporting. Reviews and approves all invoices.
- Assists with audit processes and investment decisions.
- Researches alternative funding sources. Writes and prepares grant applications and administers City grants.

CORE DUTIES OF THE POSITION - CONT'D



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

- Prepares quarterly newsletters and monthly Administrator's memos to keep the public informed of City projects and news.
- Prepares news releases when appropriate.
- Works with local news media to best represent the interests of the City.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues and concerns and to represent the City or serve as a liaison between the community, citizens, and the Council.

Oversees the human resources functions, policies, and procedures of the City

- Oversees the recruitment, selection, and hiring process of the City.
- Oversees and coordinates the labor negotiations process and labor agreements of the City.
- Recommends changes in personnel policies and procedures.

Oversees and manages contracted services and consultants working on special City projects

- Collaborates and works closely with various consultants, engineers, attorneys, architects, or others engaged in various street, utility, airport, or management projects required of the City.
- Oversees the hiring and bidding process.
- Attends mediation, as necessary, for City projects.
- Coordinates any legal issues involving matters impacting the City.

DESIRED ATTRIBUTES



Leadership & Vision

- Proven government leader with experience as a City Administrator (required).
- Visionary capable of uniting and assisting Council and staff in achieving shared goals.
- Strategic thinker, skilled in setting annual goals, planning projects, and allocating resources.

Communication & Collaboration

- Exceptional communicator, ensuring Council and staff remain informed and focused on their roles.
- Personable and approachable, fostering trust and collaboration with staff and Council.
- Skilled in working effectively with diverse Councils or Boards, promoting inclusivity and cooperation.
- Active in maintaining relationships with community and business leaders, other local government administrators, and legislators.

Financial & Policy Expertise

- Demonstrated expertise in finance and budgeting, with a proven track record of financial stewardship.
- Experienced in creating and adhering to policies, ordinances, and state statutes.
- Consistent and transparent in applying policies and ordinances to both staff and the public.

Problem-Solving & Innovation

- Proficient problem-solver, involving stakeholders in decision-making and exploring viable solutions.
- Innovative leader, encouraging creativity and efficiency within the organization.
- Technologically savvy, leveraging advancements to enhance city operations.

Specialized Knowledge

- Knowledgeable in economic development, committed to fostering city growth.
- Familiarity with electrical systems and city ambulance services (preferred).

Professionalism & Crisis Management

- Calm and professional in stressful situations, emergencies, and interactions with the public.
- Adept at handling critical situations with composure and diplomacy.



City: Jackson, Minnesota

Position: City Administrator

Salary: \$120,000 to \$140,000

Application Deadline: November 13, 2024

Job Summary: Under the direction of the Mayor and City Council, the City Administrator serves as the chief administrative officer responsible for overseeing and directing the overall operations, goals, and objectives of the City, its departments, and its staff directly or through designated department supervisors.

Minimum Qualifications: Bachelor's degree in Business, Public Administration, or closely related field, and three (3) to five (5) years of experience in management/leadership in finance, personnel administration, government, and public administration, or an equivalent combination of education and experience.

Apply: Visit <https://daviddrown.hiringplatform.com/267461-jackson-city-administrator/1034005-application-form/en> and complete the application process by November 13, 2024. Finalists will be selected on December 3, 2024, and final interviews will be held on January 6, 2025.

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