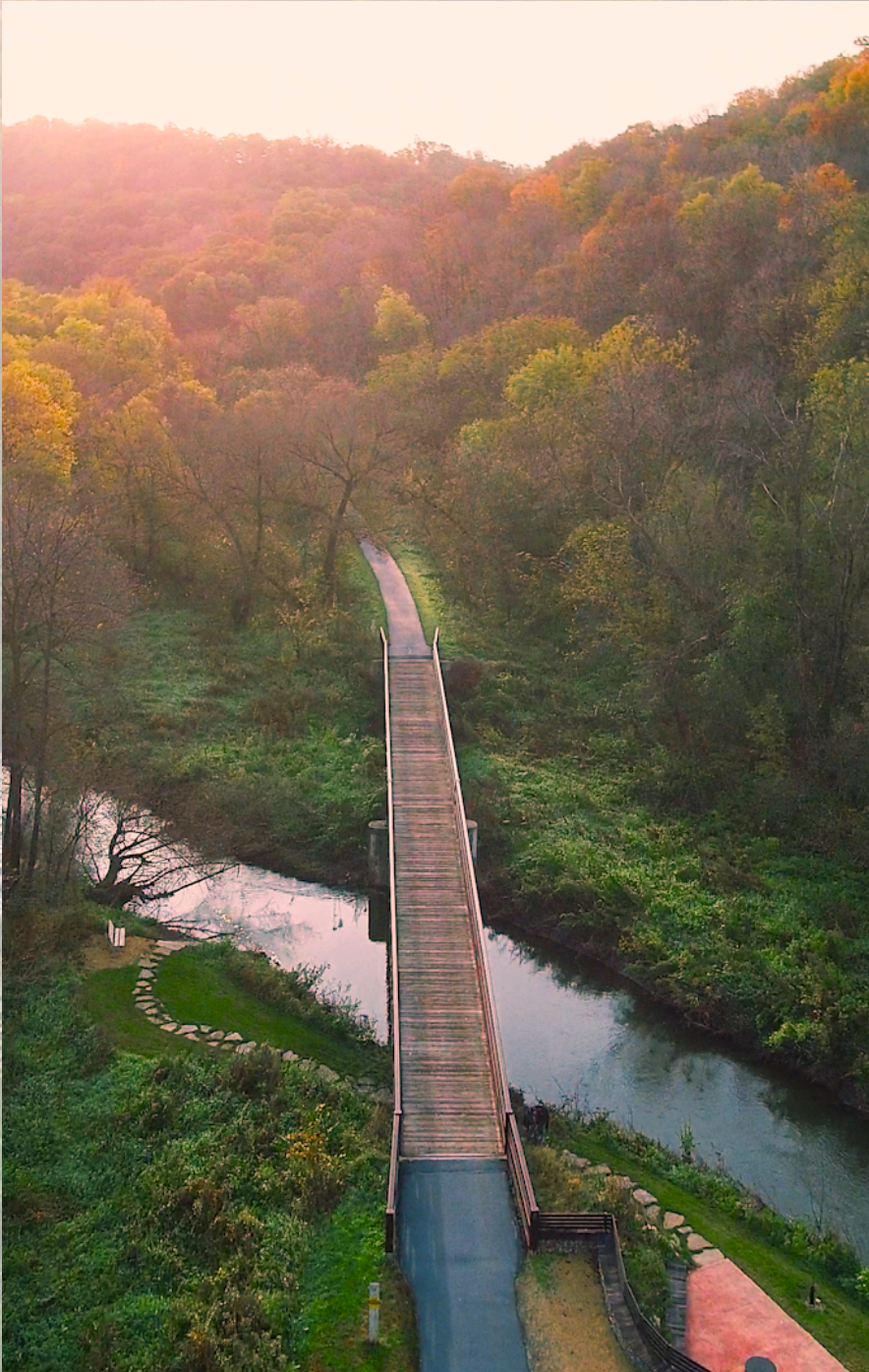


MINNESOTA

Cannon Falls



INVITATION TO
APPLY

City
Administrator
for City of
Cannon Falls

Qualified persons
are invited to
apply by
September 9, 2024



City of Cannon Falls is seeking a City Administrator

ANNOUNCEMENT

General Duties: Performs complex executive work planning and directing the administration of city functions as delegated by the City Council to ensure efficient and effective implementation of municipal services, administering the policies of the City Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organizations.

Salary Range: \$108,076 - \$147,076

Minimum Qualifications: Bachelor's degree in public administration, or related field and extensive experience in public sector management, or equivalent combination of education and experience.

Preferred Qualifications: Master's degree preferred.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by September 9, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: 09/09/24

Finalists selected: 09/18/24

Interviews: TBA

Candidate selected: TBA

POSITION PROFILE

View the full position profile, job description, and benefits package at mnsccsc.org/ccoga/jobs or cannonfallsmn.gov

SEND APPLICATION MATERIALS TO

Mike Humpal, CECD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: mhumpal@mnsccsc.org



Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.

THE POSITION

Desired Attributes and Goals for the City of Cannon Falls City Administrator as defined by the City Council

01

Personal Characteristics

There is a consensus regarding the personal characteristics each Council Member wants to see in the next Administrator

- High energy and resilience
- Growth mindset
- Willingness to learn and grow
- Positive attitude and pleasant personality
- Innovative and confident
- Consistent and reliable
- Self-awareness and accountability
- Trustworthy
- Able to deal with problems as they arise
- Welcoming demeanor and accessible
- Open-mindedness and realization they won't always be right

02

Technical and Management Skills

Must possess excellent skills in the following areas:

- Financial management and budgeting
- Project management and development
- Strategic planning and thinking
- Decision-making and time management
- Comprehensive municipal knowledge
- Adaptive problem-solving/dynamic issue resolution
- Proactive issue identification/situational awareness
- Leadership and communication skills
- Skills in finance and budget planning; conservative budgeting

03

Top Priorities

City Council priorities for the Administrator for their first 1-3 years:

- Stay up to date with financial issues including budget
- Work with staff and council on an updated plan for infrastructure updating
- Work with staff and council to create a type of newsletter via social media
- Population and industrial growth
- Budget management
- Continue quality teamwork with all departments
- Create a new comprehensive plan to guide our city
- Continue to grow housing availability
- Obtain sustainable new businesses to downtown Cannon Falls
- Work with organizations to create successful city events
- Maintain a tax levy that allows for quality city operations and capital improvement yet affordable for citizens
- Continue a good working relationship with the school district

THE POSITION

A full description and benefits package can be viewed at mncsc.org/ccoga/jobs and cannonfallsmn.gov

General Definition of Work

Performs complex executive work planning and directing the administration of city functions as delegated by the City Council to ensure efficient and effective implementation of municipal services, administering the policies of the City Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Qualifications Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serves as Chief Administrative Officer of the City, responsible to the City Council for the proper administration of all the policies of the City.
- Supervises the administration of all departments, offices, and divisions of the City, except as otherwise provided by law; carries out any other responsibilities placed under the jurisdiction of the City Administrator or by appropriate City Council action.
- Serves as personnel officer; responsible for implementation of City personnel policies with the authority to effectively recommend employment, discipline, or removal of city employees for City Council action; represents the City Council in collective bargaining matters and negotiates with representatives of employees' organizations.
- Develops and issues all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions, as permitted by law and City Council approval.
- Prepares and submits an annual budget to the City Council, keeps the City Council advised of the financial condition of the City, makes recommendations as may, from time-to-time, be determined desirable and necessary.
- Attends and participates in discussions at all meetings of the City Council and of other official City boards and commissions; coordinates meetings and represents the City Council as directed with municipal associations.
- Stays abreast of developments in the fields of public administration and economic development, recommends new innovations to the City Council, cooperates with governmental units and municipalities on matters of mutual interest.
- Maintains familiarity with alternative and supplemental sources of revenue, including federal and state aids, loans, grants, and other sources of revenue, submits recommendations to the City Council for actions necessary to take advantage of such sources.
- Responsible for recommending annual operating and capital budgets.

THE POSITION

A full description and benefits package can be viewed at mncsc.org/ccoga/jobs and cannonfallsmn.gov

Knowledge, Skills, and Abilities

- Thorough knowledge of City policies and procedures
- Comprehensive knowledge of the principles and practices of public administration
- Thorough knowledge of municipal finance practices
- Comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation
- Thorough knowledge of the rules and regulations of economic development; general knowledge of standard office and specialized software and equipment
- Ability to write clear and concise reports, memoranda, directives and letters, thorough knowledge of collective bargaining and public sector employment law
- Ability to analyze complex problems and develop comprehensive plans from general instructions
- Ability to meet the public and to discuss problems and complaints
- Ability to plan and direct the work of operating departments
- Ability to establish and maintain effective working relationships with department heads, City Council, and the public

Education and Experience

Bachelor's degree in public administration, or related field and extensive experience in public sector management, or equivalent combination and experience. Master's degree preferred.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires repetitive motions, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, stomping, kneeling, crouching or crawling, reaching with hands and arms and lifting
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distributions in sound.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities
- Work has no exposure to environmental conditions
- Work is generally in a quiet location (e.g. library, private offices).

Special Requirements

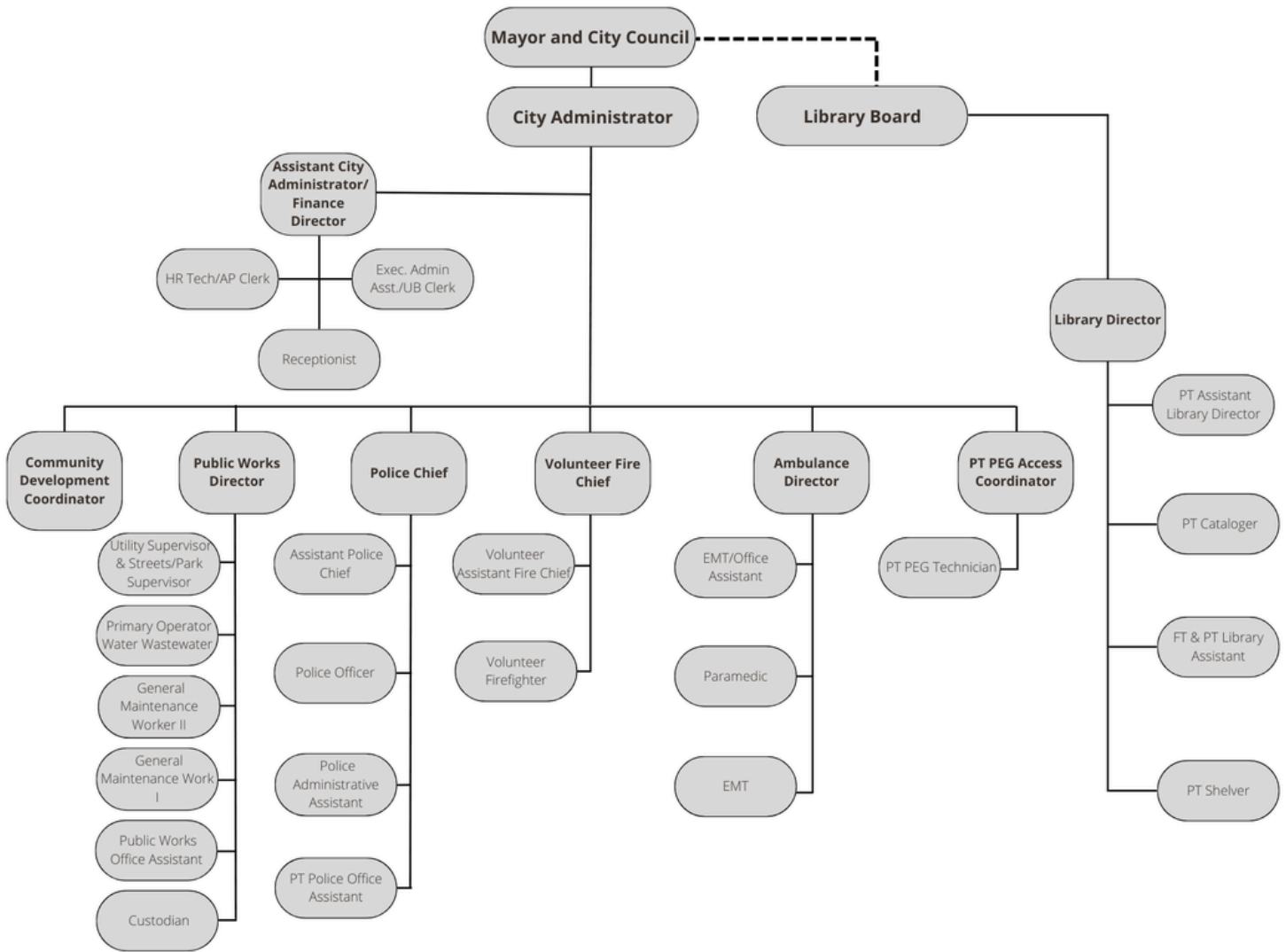
Valid driver's license.

BUDGET FOR CANNON FALLS

Revenues		
	2023 Budget	2024 Budget
Taxes	\$2,937,110	\$3,097,308
Licenses and Permits	\$84,500	\$83,250
Intergovernmental	\$790,297	\$899,918
Charges for Services	\$39,250	\$38,250
Fines and Forfeits	\$22,000	20,000
Miscellaneous	\$156,500	\$251,500
Cannon Valley Trail Reimb	\$188,542	\$138,597
Other Finance Sources	-	-
Total Revenues	\$4,218,199	\$4,528,823

Expenditures		
	2023 Budget	2024 Budget
Mayor & Council	\$37,571	\$36,221
Elections	\$15,700	\$17,500
Administration	\$465,996	\$490,668
Audit	\$30,000	\$35,000
Financial Consultant	\$4,000	\$3,000
Legal	\$51,500	\$65,000
Planning & Zoning	\$33,754	\$32,501
Information Technology	\$42,000	\$42,000
Government Buildings	\$78,079	\$74,895
Police	\$1,107,263	\$1,158,651
Building Inspection	\$72,454	\$73,101
Engineering	\$12,000	\$14,000
Animal Control	\$1,000	-
Public Works	\$1,218,165	\$1,297,959
Cannon Valley Trail	\$243,542	\$248,597
Unallocated	\$805,175	\$864,710
Total Expenditures	\$4,218,199	\$4,453,803

City of Cannon Falls Organizational Chart



OUR GOVERNMENT

The City of Cannon Falls operates under a mayor-council form of government, with a City Council comprising of seven members, including the mayor. The mayor and six council members work together to govern the city. The council is responsible for setting policies, approving budgets, and making decisions that impact the community. Supporting the council's efforts is a dedicated workforce of 125 employees, which includes 29 full-time, 66 part-time employees, and 30 seasonal workers. This team is essential to providing the services and maintaining the quality of life that residents of Cannon Falls enjoy.

DEPARTMENTS

Cannon Falls Administration is housed in City Hall, which serves as the central hub for municipal operations and services. Key factions include Planning and Zoning, Economic Development, and Finance. Planning and Zoning ensures orderly growth and development. Economic Development focuses on attracting and retaining businesses. Finance manages the city's financial resources, including budgeting, accounting, and financial reporting.



The Public Works Department is responsible for maintaining and improving the essential services and facilities that residents rely on daily. This department oversees the maintenance and repair of streets, sidewalks, and public buildings. It also manages the city's water and wastewater systems, ensuring the delivery of clean water and the effective treatment of wastewater. The department is tasked with snow removal, stormwater management, and maintaining parks and recreational areas.



The Cannon Falls Public Safety Department is committed to ensuring the safety and security of the community through its comprehensive services, which include the ambulance, police, and fire departments. The ambulance services provide critical medical care and transportation. The police department is dedicated to maintaining public order and enforcing laws. The Fire Department, staffed by volunteer firefighters, offers fire protection, emergency response, and fire prevention education.



The City of Cannon Falls is located in Goodhue County and covers a total area of 4.45 square miles. The city has a rich history, with its name derived from the falls along the Cannon River. As of the 2020 census, the population of Cannon Falls was 4,220, with a median age of 40 and a median household income of \$40,721. Cannon Falls racial makeup includes White (94.3%), African American (2.4%), Hispanic or Latino (2.2%), Native American (0.5%), and Asian (0.5%). The city has approximately 1,869 housing units and 1708 households with an average household size of 2.3. The economy includes significant contributions from various sectors such as manufacturing, healthcare, and retail.



OUR COMMUNITY



EDUCATION

Students in Cannon Falls are served by the Cannon Falls Public School District. The district consists of two campuses, an elementary school and a middle/high school. The district offers a range of academic and extracurricular programs to students from Pre-K through 12th grade.



HEALTHCARE

Mayo Clinic in Cannon Falls offers a range of services to meet the community's needs. The hospital and clinic provides primary care, specialty care, emergency services, and a 15-bed hospital facility. For immediate or routine care, the primary care clinic offers services that cover preventive health, wellness support, and treatment of common conditions.



PARKS



The City of Cannon Falls has several parks with a variety of playground equipment and amenities:

- Cannon Falls Dog Park
- East Side Park
- Evergreen Park
- Hannah's Bend Park
- Minnieska Park
- Riverside Park
- South Pines Park
- Troll Haven Park
- Two Rivers Park
- John Burch Park



RECREATION



The Cannon Falls Community Pool is a seasonal facility that opens in the summer. It offers various swimming activities, including lessons, open swim sessions, family swim times, and splash parties. Additionally, the pool also provides water aerobics and lap swim sessions.



Cannon Falls is home to the Cannon Valley Trail, a 19.7-mile multi-use trail that runs along the Cannon River. The trail offers stunning views, hiking, biking, and wildlife observation opportunities. This trail connects the community to nature and provides a scenic route for outdoor enthusiasts.



Archie Swenson Fields is a well-maintained sports complex featuring baseball and softball fields. This is a primary venue for local youth and adult leagues. Don Mensing Park is a charming neighborhood park with sand volleyball courts. John Burch Park is another key recreational area known for its well-kept baseball field that is home to the local high school and amateur baseball teams.

LIBRARY

The Cannon Falls Library serves as a vital community hub, promoting lifelong learning and enrichment. The library offers a broad range of resources, including an extensive collection of books, eBooks, and eAudio books. The library also hosts diverse programs and events such as summer reading initiatives, book clubs, and children's activities. It is dedicated to supporting the community by offering services like Libraries on Wheels Home Delivery.



EVENTS

Cannon Falls hosts several annual community celebrations and events that brings residents and visitors together. The Cannon Valley Fair is a major highlight held around the Fourth of July. It features a variety of attractions including a spectacular fireworks display. Another notable celebration, Deck the Falls, marks the beginning of the holiday season. This festive occasion transforms downtown Cannon Falls into a holiday wonderland.

Our Community At A Glance



Education

The Cannon Falls School District provides educational services for Pre-K-12 area students.



Healthcare

The Mayo Clinic - Cannon Falls provides healthcare to Cannon Falls residents.



Housing

A total of 1,869 housing units: 72% owner occupied; 28% renter occupied; On average, the monthly housing costs is \$1,190.



Demographics

The population in 2020 was 4,220 with a median age of 40.



Employment

The economy is primarily driven by manufacturing, healthcare, and retail.

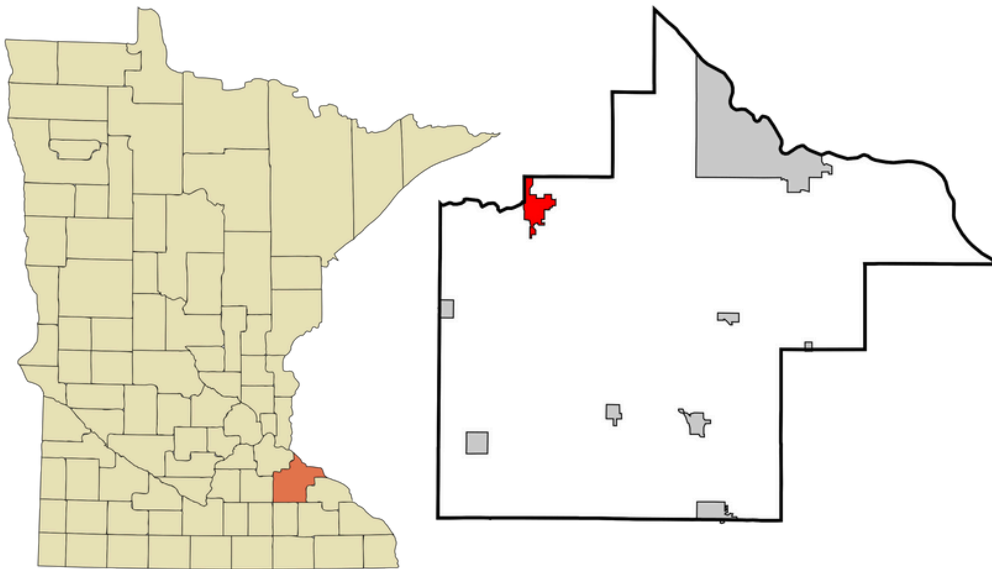


Recreation

Cannon Falls families enjoy access to multiple parks and recreation areas, including the Cannon Valley Trail.



The logo for Cannon City of Falls features a stylized blue wave graphic on the left, followed by the text 'Cannon' in a large, bold, sans-serif font, and 'City of Falls' in a smaller, regular sans-serif font below it.



Address

918 River Road
Cannon Falls, MN 55009

Telephone

507-263-9300

Connect with Us

www.cannonfallsmn.gov

DRAFT TIMELINE 7/10/24. Subject to change to meet city council expectations.

For the search for a new City Administrator, Cannon Falls Minnesota

July 1 City finalizes search decision.

July 10 Meet with search committee or Mayor, council, staff, to discuss expectations.

July 15- July 31 (13 working days) Develop strategy, expectations, position announcement brochure, and other advertising documents.

August 5 approval of job expectations and position announcement or I can work with staff and interim administrator to approve this information. Voting by the council is not required.

August 8-9 Advertise position for thirty days.

August Review application packets as they come in, rate application packets based on set criteria. The City Council receives updates every 7 to 10 days with a summary of the number of applicants and a general summary of each applicant's education and experience. (no names)

September 9-11 Advertising for the position concludes.

September 9-13 Final Application review

September 16 – October 2 (12 working days) Zoom meeting with top candidates, PXT, leadership management assessment, Reference checks background checks.

October 3-4 setup interviews

7- 10 days before interviews Hiring committee/Mayor and Council receives Candidate packets for review.

Week of October 14 or 24 interviews

Day 1. Candidates meet with staff from 2pm to 4:15pm, 4:30pm to 5:15pm Candidates tour community 5:30pm to 6:30pm Community meet and greet at city hall.

Day 2 Candidate interviews 9:30am to 12:00 break for Lunch 1:00pm to 3:00pm, 3:30pm to 5:00pm Council closed session for deliberation and labor negotiations

Two to Three days after interviews Negotiate employment agreement.

The City Council votes on employment agreement and appoints a new city administrator at the next Council meeting.

Late November early December New Administrator starts