CITY OF WACONIA, MINNESOTA
CITY ADMINISTRATOR

EXECUTIVE RECRUITMENT
THE COMMUNITY

Located within the Minneapolis-St. Paul MSA, in growing and prosperous Carver County, Waconia combines small town warmth with cosmopolitan sophistication. Waconia is located 30 minutes west of Minneapolis and 32 minutes from the Minneapolis-St. Paul International Airport along Highway 5. The City of Waconia borders the southern shores of Lake Waconia, the third largest lake in the Metro, providing unique natural beauty and appeal.

Lake Waconia, the third largest in the metro, draw sailors, boaters, windsurfers and fisherman. Visitors can also enjoy the beach at Lake Waconia Regional Park and then dine at one of the many restaurants in downtown Waconia, only a short walk from the lake. Waconia is home to three wineries, two breweries and a distillery as well.

The City currently has 18 parks consisting of 134 acres and is designated as a “Tree City USA.” Through a joint venture with the school district, Waconia operates Safari Island Community Center which boasts a large aquatics area complete with a waterslide, an 8-lane competitive pool, overhead running track, 4 basketball courts, children’s play land, a fitness area and meeting rooms. The City also owns the Waconia Ice Arena. Carver County Park Reserve, Baylor Regional Park and Lake Waconia Regional Park all provide additional recreation opportunities for residents of Waconia.

The City of Waconia is a rapidly growing community with 300 homes that have been platted within the last year and a projected population of 24,000 for 2040 as forecasted by the Metropolitan Council. The city has a dynamic economy and industrial park. Ridgeview Medical Center provides excellent health care and is major employer in Waconia. The Medical Center was previously municipally owned. Today, the medical center is privately owned and operated, but the City of Waconia still owns the land on which Ridgeview sits and operates.

All of these features make Waconia an attractive destination and community in which to live, work or play.
THE POSITION IN BRIEF

The City Administrator is appointed by the Mayor and Council and is responsible for the daily operations of all departments and development of the $7.9 M general fund and $36 M all funds budget with AA+ Bond Rating. The Administrator also serves as the Director of the Economic Development Authority and Housing and Redevelopment Authority. The City Administrator appoints all Department Directors with the approval of City Council.

THE ORGANIZATION

Waconia is governed by a Mayor and 4-Member City Council. The City Administrator is appointed by the Mayor and City Council. The City is divided into two wards, each represented by two council members elected to alternating four-year terms. The Mayor is elected at large to a two-year term. The Mayor and Council also utilize a subcommittee structure as well as meeting twice monthly as a full Council.

The Department Directors are an experienced team who work collaboratively with the Administrator, Mayor and Council. The City has the following departments: Administration and Economic Development, Finance, Planning and Zoning, Fire and Public Services and Utilities. Police Services are provided through a contract with the Carver County Sheriff’s Department. Recreation services are provided through a contract with a private vendor. The City has 34 FTEs and is served by a volunteer paid on call fire department.

MISSION

The mission of Waconia is: To be a City that leads, serves, and governs to enhance the quality of life for all community members.

VALUES

The City has adopted the following values to guide that work:

- **Resiliency** – maintaining, reacting to the unexpected, being adaptable.
- **Stewardship** – caring for our fiscal health, environment, and assets (people and infrastructure).
- **Embracing Diversity** – providing a welcoming and engaging environment for all.
- **Health and Safety** – encouraging and providing resources for healthy living and a safe environment.
- **Innovation** – willing to try new things, managing risk and celebrating success.
EXPECTEDATIONS AND PROJECTS
The following are projects that have been identified as priorities for the City of Waconia:

• Management of the city’s continued growth, in both the short and long term, including a strategy to provide a greater diversity of housing options in the community.

• Oversight and assessment of the City’s contract for Recreation services and management of Safari Island and the Waconia Ice Arena

• Assess the City’s current use of technology and identify opportunities for improvement.

• Development of a strategy for increased business attraction and the expansion of the industrial Park.

• Implementation of the Waconia Downtown Master Plan in 2022 and 2023 and ensuring timely and appropriate communication with the business community throughout the projects.

• Planning and Assessment for construction of a possible new Fire Station in 2022.

• Successful development of the City’s first Inclusive Playground.

CANDIDATE QUALIFICATION CRITERIA
The City is seeking highly professional candidates who are passionate about local government and take a progressive and collaborative approach to leadership. The following education, experience, management, and leadership criteria have been identified by The City of Waconia as important skills and abilities for the successful candidate to possess and demonstrate.

Candidate Must Haves:

• Bachelor’s Degree in Administration or closely related field required. A master’s degree in public administration is preferred.

• Five to eight years of experience in city administration as a City Administrator, Assistant City Administrator or Senior Leadership level. Prior experience in a comparably sized municipality or organization is desired.

• Strong finance and budgeting skills in a governmental setting including management of capital projects.

• Excellent written and verbal communication skills.

• Demonstrated experience in managing growth and economic development.

The Ideal Candidate Will Be:

• A highly collaborative leader with a communicative, team-oriented, and approachable management style.

• Able to develop, coach and mentor staff and yet hold staff accountable for goals and projects.

• Able to build and maintain strong partnerships and relationships with a variety of stakeholders and build consensus.

• A good listener with a high level of interpersonal awareness.

• Experienced, adept and enthusiastic about community engagement and willing to be visible in the community.
COMPENSATION AND BENEFITS
Starting salary is $129,200 – 152,000 +/- DOQ. The City provides an excellent benefit package.

HOW TO APPLY
Interested candidates should apply by February 19, 2021 to Charlene Stevens, Senior Vice President, GovHR USA. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com). Questions may also be directed to Charlene Stevens at 224-282-8314. The City of Waconia is an EOE employer.