



Springfield

MINNESOTA

We have a lot to share!

SPRINGFIELD

An Invitation to Apply for

City Manager/EDA Director of
Springfield, MN

Qualified persons are invited to apply by June 2, 2023



Springfield, Minnesota is seeking a City Manager/EDA Director

ANNOUNCEMENT

Job Purpose Summary: The City Manager/EDA Director is the chief administrative officer of the City. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Charter, ordinances, resolutions, and directives from the City Council.

Salary Range: \$80,932 - \$110,000

Minimum Qualifications: Bachelor's degree in Public Administration or Business Administration, or equivalent combination of education and a minimum of three (3) years of municipal supervisory experience in administration.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by June 2, 2023, and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: 06/02/23

Finalists selected: 06/05/23

Interviews conducted: 07/10/23 - 07/11/23

Candidate selected: 07/12/23

POSITION PROFILE

View the full position profile at www.mnscsc.org/ccoga and www.springfieldmn.org.

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@mnscsc.org



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

THE POSITION

Job Summary

Job Purpose Summary: The City Manager/EDA Director is the chief administrative officer of the City. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Charter, ordinances, resolutions, and directives from the City Council.

Typical Duties Performed

1. Direct and monitor all municipal operations:
 - a. Oversee all functions of the municipal government.
 - b. Work closely with staff to plan and coordinate their functions.
 - c. Direct preparation of agendas and supporting data for all council meetings.
 - d. Coordinate city activities with the City Attorney, City Engineer, Consultants, Public Utilities Commissions, and supervise City Departments, Boards, and Commissions as specified in the City Organizational Chart.
2. Provide effective management of financial assets as directed by Council:
 - a. Oversee the preparation of the annual budget for council actions in consultation with department heads and City Clerk.
 - b. Monitor expenditures within approved budgetary guidelines.
 - c. Monitor and control all purchasing functions.
 - d. Oversee all fund management and investment activities.
 - e. Ensure effective accounting practices to properly control financial assets and provide accurate information for financial planning.
 - f. Develop plans to meet current and future financial needs.
 - g. Coordinate bid process for purchases of products and services.
 - h. Oversee the audit of City Financial operations.
3. Provide human resource management to the organization:
 - a. Supervise the municipal office and administration of duties of all city personnel.
 - b. Recommend the selection of employees, ensure proper employee utilization and motivation, review employee performance, recommend salary changes, recommend discipline, and determine replacement needs.
 - c. Recommend employee benefit and personnel policy programs and coordinate all phases of personnel administration.
 - d. Coordinate and oversee the work of consultants and contractors hired by the City.
 - e. Direct the implementation of federal, state, and local laws and regulations regarding city personnel.
 - f. Conduct and oversee all collective bargaining and labor negotiations.
 - g. Perform disciplinary action in accordance with prescribed labor agreements and personnel policies.
4. Facilitate effective communications:
 - a. Ensure that public services are efficiently provided and that all complaints are effectively managed.
 - b. Provide direct communication to keep the public informed of city plans and operations.

Typical Duties (continued)

- c. Represent the city in local, regional, and state meetings and functions as delegated by the council.
 - d. Provide telephone and in-person assistance to residents and customers as needed.
 - e. Serve as City's information representative and confer with the media, civic groups, and other organizations.
 - f. Facilitate interdepartmental cooperation and communication.
5. Ensure effective management and utilization of all physical assets:
- a. Ensure efficient use and proper care of all existing assets.
 - b. Develop and maintain an inventory of all physical assets.
 - c. Monitor the replacement or upgrading of equipment and other assets as appropriate.
 - d. Oversee the administration and implementation of the City's information technology.
6. Direct community development programs of the City, to include the following:
- a. Prepare materials for the development of capital improvement programs and long-range planning.
 - b. Oversee private and public land use and development.
 - c. Recommend course of action regarding development and redevelopment.
 - d. Direct all real estate and land acquisition efforts.
 - e. Serve as Zoning Administrator and implement Planning Commission decisions.
 - f. Serve as Economic Development Authority and coordinate economic development activities.
 - g. Manage Economic Development Authority properties, including apartment units and other real estate owned by the Economic Development Authority.
7. Perform other duties as assigned by the City Council to effectively manage city affairs and achieve Council objectives:
- a. Perform council administrative work and implement council decisions.
 - b. Provide reports, recommendations, and advise as appropriate.
 - c. Keep the council fully informed and assist in its policy making role.
 - d. Assist and coordinate with various city commissions as appropriate.
 - e. Evaluate effectiveness of operations and recommend changes in organization structure to ensure full utilization of employees and to best achieve city objectives.
 - f. Research improved methods of management for their use in Springfield.
 - g. Cooperate with other governmental units and municipalities on matters of mutual interest.
 - h. Draft policies and procedures for council approval and consult with the City Attorney in the drafting of ordinances and resolutions.
 - i. Serve as secretary to the Public Utilities Commission.

Knowledge, Skills, And Abilities

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting and government accounting.
- Knowledge of government processes, services, and operations.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Ability to prepare, present, and administer budget.
- Ability to communicate, both orally and in written format, effectively.
- Ability to establish effective working relationships with elected officials, staff, and advisory bodies, other public officials, and the public.

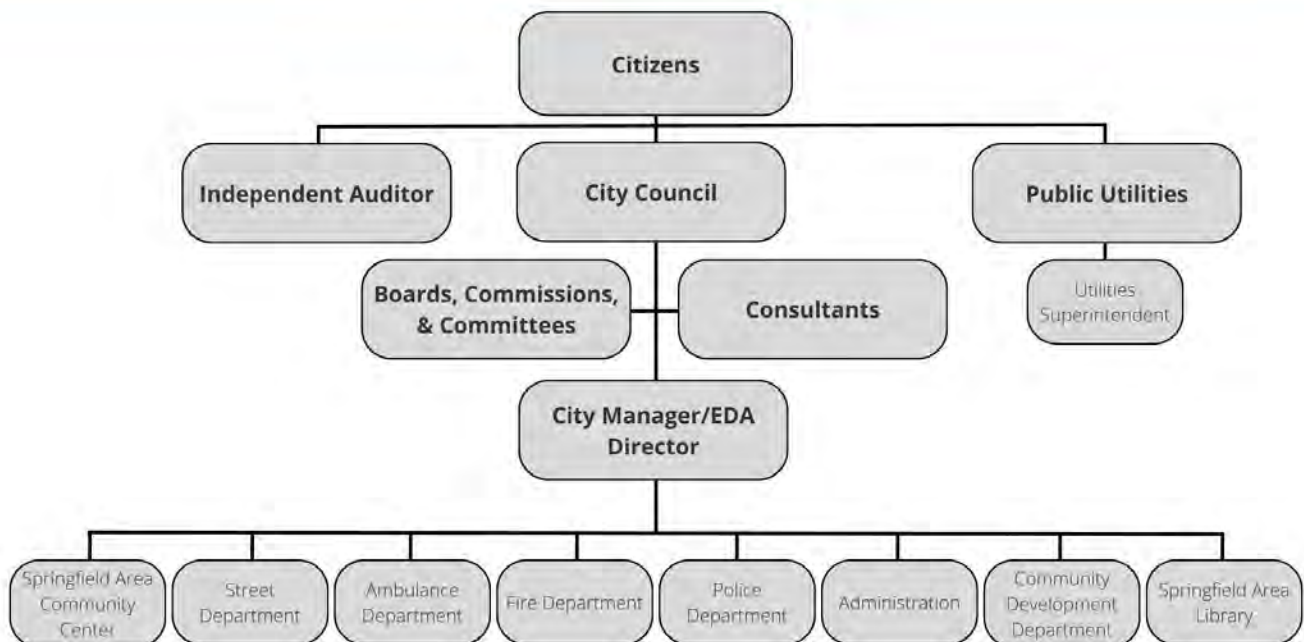
Knowledge, Skills, and Abilities (continued)

- Ability to supervise and direct operations.
- Ability to plan and analyze city operations, develop alternatives, and determine the costs, advantages, and disadvantages of various alternatives.
- Ability to research and prepare accurate and thorough reports.
- Ability to perform mathematical calculations and analyze data.
- Ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.
- Ability to operate a computer and other office equipment.

Minimum Qualifications

Bachelor's degree in Public Administration or Business Administration, or equivalent combination of education, and a minimum of three (3) years of municipal supervisory experience in administration.

City of Springfield Organizational Chart



Budget for the City of Springfield, Minnesota

Revenues	
	2023 Budget
General Fund	\$1,013,698
Local Government Aid	\$955,091
Other Revenue	\$466,353
Total	\$2,435,142

Expenditures	
	2023 Budget
Special Projects	\$31,640
General Government	\$210,240
Council	\$63,715
Clerk	\$393,031
Elections	---
Audit	\$21,000
Treasurer	\$2,000
Assessing	\$20,283
City Attorney	\$37,080
Technology	\$87,687
Police	\$581,951
Fire	\$100,695
Rental Licensing	\$1,250
Civil Defense	\$4,287
Animal Shelter	\$6,960
Street	\$237,724
Swimming Pool	\$111,745
Campgrounds	\$12,604
Parks	\$150,203
Library	\$174,942
Transfer to Rec-Complex	\$56,095
Transfer to Community Center	\$41,048
Transfer to Other - EDA	\$15,000
Transfer to Other - Ambulance	\$20,570
Airport	\$53,592
Total	\$2,435,142

Budget for the City of Springfield, Minnesota (continued)

Special Revenue & Enterprise Funds		
	2023 Projected Revenue	2023 Projected Expenses
Transfer from Trust Fund \$16,400 in 2022 \$18,770 in 2023	\$55,250	\$55,250
Rec-Complex	\$102,190	\$124,190
EDA General	\$26,050	\$6,440
Medical Center	\$204,354	\$257,343
Community Center	\$197,598	\$197,598
Water	\$608,291	\$427,959
Sewer	\$605,338	\$482,167
Electric	\$3,214,153	\$2,741,984
Ambulance	\$290,050	\$362,083
EDA Rental Units	\$240,340	\$258,841
Stormwater	\$96,500	\$56,600
Total	\$5,640,114	\$4,964,015

Desired Attributes and Goals for the Springfield City Manager/EDA Director, as defined by the City Council

01

Personal Characteristics

There is consensus regarding the personal characteristics each council member wants to see in the City Manager/EDA Director:

- Integrity/Ethical
- Good Communicator
- Goal Setting
- Community Involvement/Volunteer
- Personable/Extroverted/Social
- Cooperative
- Professional

02

Technical and Management Skills

Must possess excellent skills in the following areas:

- Budgeting/Finance/Accounting
- Communication
- Tech Savvy
- Listening
- Leadership
- Understanding of grant programs & grant writing.
- Government policy knowledge.
- Project Management
- Marketing

03

Top Priorities

Council priorities for the city manager/EDA director during their first one to three years:

- City Hall reorganization.
- Police Department renovation or relocation.
- Future Community Planning
- Economic Development
- Housing Development
- Initiate new projects.
- Oversee softball complex project.
- St. John's Nursing Home renovation.

A full job description can be viewed at www.mnscsc.org/ccoga and www.springfieldmn.org.

OUR GOVERNMENT

The Organization

The City Council of Springfield is comprised of four city council members (four-year terms) and the mayor.

City Hall

City Hall employs five employees. The office maintains city budget/financial information, City Council minutes and records, zoning information and applications, licenses, notary services, election services, and utility services.

Airport

The Springfield Municipal Airport is owned and operated by the City of Springfield. The airport supports local businesses and community and provides a connection to the entire region.

Community Ambulance Services

The Community Ambulance Services is operated by the City of Springfield and is staffed by volunteers. The service is professionally managed by Allina Health Transportation.

Fire Department

Springfield Fire Department provides services to the City of Springfield and the surrounding areas. Twenty-two volunteers staff the department.

Police Department

Springfield Police Department consists of five full-time police officers.

Public Utilities

The Springfield Public Utilities Commission (PUC) operates the City's wastewater, water, & electric systems. The PUC's top priority is to keep facilities up to date while maintaining affordable rates.



OUR COMMUNITY

Living and Working in Springfield

Springfield is in Brown County and has a total area of 1.85 square miles. U.S. Highway 14 serves as the main route in the community.

History

Springfield was platted in 1877 with the name "Burns" and was later renamed to Springfield in 1881.

Demographics

As of the census of 2020, there were 2,027 people, 936 households, and 608 families living in the city. The racial makeup of the city was 93.9% White, 0.1% African American, 0.6% American Indian or Alaskan, 0.2% Asian, and 3.2% multi race. Hispanic or Latino of any race were 5.5% of the population.

There were 936 households, of which 26.8% had children under the age of 18 living with them, 48.3% were married couples living together, 26.9% had a female householder with no husband present, 18.3% had a male householder with no wife present. The average household size was 2.18 and the average family size was 2.68.

The median age in the city was 49.2 years. The gender makeup of the city was 49.4% male and 50.6% female.

Education

Springfield Public School District serves PreK-12 students in the Springfield area. The district offers a wide variety of boys and girls sports and other extracurricular activities. Springfield School District also has a Community Education program.

Library

The Springfield Public Library is a member of the Traverse des Sioux Regional Library System. Services include internet access, reference services, photocopying and printing, faxing, scanning, meeting room facilities, and microfilm reader. The library employs a director and three librarians.

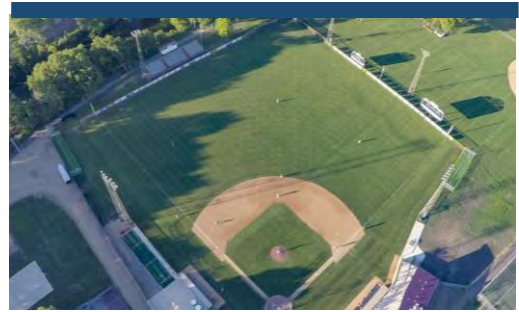


Living and Working in Springfield – Continued

Parks & Recreation

The City of Springfield has four parks offering great opportunities for recreation and maintains over three miles of paved biking/hiking trails.

- **Riverside Park**
Offers fishing areas along the river, canoe landing, four park shelters, restrooms, play area, swimming, sand volleyball, tennis court, pickleball court, basketball court, and baseball fields.
- **Brown's Park**
Offers a park shelter, play area, basketball court, and restrooms.
- **East End Park**
Offers a park shelter, restroom, play area, basketball hoop and electronic charging station.
- **North End Park**
Consists of a play area and basketball court. Located near the Springfield Clinic.



Riverside Park



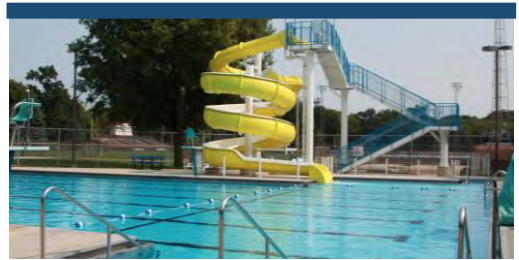
Brown's Park

Swimming Pool

The Springfield Municipal Pool is a community outdoor pool.

Springfield Golf Club

The Springfield Golf Course is a 9-hole course along the Cottonwood River on the south edge of Springfield.



Springfield Community Pool

Riverside Days

Annual community celebration held in June.

Community Center

The Springfield Area Community Center offers a beautiful location in downtown Springfield for any event. The facility consists of five separate rooms for a variety of activities throughout the year.

Healthcare

The following are healthcare providers located within the City of Springfield:

Allina Health Springfield Clinic:

- 625 N Jackson Ave, Springfield, MN
- From pregnancy care to family medicine and mental health, receive quality care for the whole family under one roof.



Allina Health Springfield Clinic

Living and Working in Springfield – Continued

Chamber of Commerce

The mission of the Springfield Area Chamber of Commerce/CVB is to strengthen the business community and take a leadership role in promoting economic growth in a spirit of cooperation and teamwork.

The Chamber seeks to:

- Promote economic growth through the recruitment and retention of quality businesses and industries that will contribute to the overall economic health of the community.
- Provide the membership networking opportunities, referrals, internet promotion and other membership services to promote and enhance their business.
- Develop and nurture relationships with local government and other community sectors to help facilitate the needs and interests of the business community.
- Enhance the overall quality of life within the community.



Our Community at a Glance



Education

Springfield Pre-K - 12 students are served by Springfield Public School district.



Healthcare

The Allina Health Springfield Clinic provides quality care for everyone under one roof.



Housing

A total of 991 housing units: 79% are owner occupied, 21 % are renter occupied. On average, monthly housing costs are \$672.



Demographics

The population in 2020 was 2,027, with a median age of 49.2. The gender makeup is 49.4% male and 50.6% female.



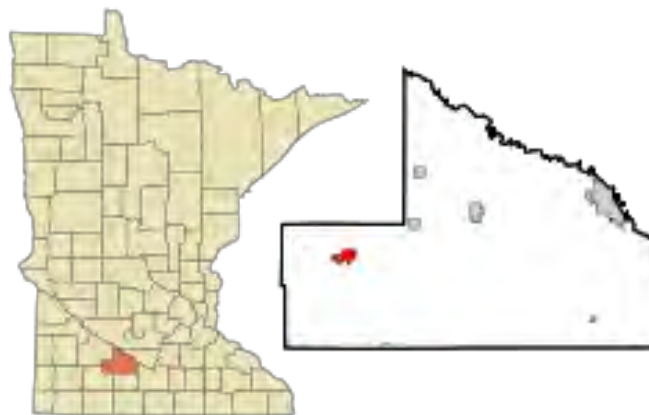
Employment

The employment rate is 54% with the top industries being education, healthcare, social assistance, manufacturing, and retail.



Recreation

Springfield families enjoy local parks, community pool, golf course, & community center. The yearly Riverside Days is a popular community event.



Address

2 East Central Street
Springfield, MN 56087

Telephone

(507) 723-3500

Connect with Us

www.springfieldmn.org