

International Falls, Minnesota

City Administrator Position Profile



Demographics

Entity
County
Population
Position
Salary Range

International Falls
Koochiching
6,047
City Administrator
\$90,000 to \$100,000



International Falls, Minnesota

The [City of International Falls](#) has several attractions to offer residents and tourists alike. Two features are Rainy Lake and Voyageurs National Park. There are over 200,000 acres of land and water to explore. Another attraction is the Bronko Nagurski Museum and Koochiching County Historical Museum. International Falls has an 18-hole championship golf course called the The River. Families can enjoy the City Beach which is located three miles east of International Falls where there are picnic tables, grills, swings, basketball courts and a large sandy beach with a life guard on duty during the season. Families might also partake in the eight playgrounds within International Falls. There is a skateboard park located within Kerry Park. The geography of International Falls makes it attractive to live and work in this community. In the summer International Falls has been called “heaven on earth” and in the winter you can build strength and spirit by ice fishing, cross country skiing and many other winter sports. Just enjoy the environment which the International Falls community is famous for.

At the International Falls Airport citizens will find direct daily flights to the Minneapolis St. Paul International Airport. There are also three rental car companies located at the airport for your convenience.

International Falls is a community rich in both history and pride. Our natural features and resources provide a “vacation paradise” for residents, guests and visitors. We encourage you to explore our job opening. The City has a lot of great professional opportunities and challenges ahead, yet we are optimistic and excited about our future.

Mayor and City Council

Education & Healthcare

Recognizing that a first-class education system is the cornerstone of a strong community, the public schools in the International-Falls area provide a comprehensive education for over 1,400 learners. From kindergarten through high school, students are presented with a multitude of opportunities, including cutting-edge technology, music and the arts, sporting activities, and outdoor learning options. [Rainy River Community College](#) is able to offer students post-high school learning. This two-year public college offers associate degrees, technical program diplomas, and custom training for business and industry.

Rainy Lake Medical Center Hospital and Clinic provides state-of-the-art medical technology. The Hospital offers diagnostic and therapeutic services, rehabilitation services, urgent care and a physician-staffed emergency room 24 hours a day, seven days a week. There are many medical establishments in and around the City of International Falls to serve residents of all ages.

The Organization

The City is served by three City Council Members elected from individual wards serving four-year alternating terms. The Mayor and the City Council At Large position is elected by all City residents. International Falls employs approximately 55 full time employees with a budget of \$17 million. International Falls is a full service City providing extensive services for a wide range of community needs. The City Administrator will directly supervise the Deputy City Administrator, Director of Public Works, Building Official, and Police and Fire Chief. Public Works includes streets, water, and water treatment.



Professional Opportunities

Financial Management – manage the budget process, including strategic financial planning, timely financial reporting and effective accounting practices.

Personnel/Human Resources – responsible for building a strong workplace culture, including succession planning, performance measurement, training and professional development.

Building Consensus – provide leadership to build consensus on the day to day operations and the strategic direction for the City. Moderate and facilitate differences of opinion to achieve a common direction.

Strategic Planning – review and evaluate the 2010-2012 strategic plan; initiate a process to update the plan and identify new goals, strategies, and tactics.

Operational Planning – partner with the Council and staff to analyze operations, and plan for city services, balancing fiscal realities with customer service and efficient delivery systems.

Intergovernmental Relations – work with the Council to strengthen local partnerships including relations with Koochiching County, the City of Fort Frances and other local, regional and state agencies.

Leadership Qualities

Customer Service – create trust and credibility, build camaraderie and teamwork; unify the staff toward a common (internal and external) customer service culture.

Labor-Management Relations – build positive and effective labor-management relations; partner with staff to successfully address issues and concerns.

Personal Leadership – provide direction and support to the staff; motivate and challenge them to perform at a high level. Is open, approachable and leads by example.

Organizational Development – evaluate operations and programs; strives for efficient and effective services; willing to explore new delivery systems and structures.

Mayor and City Council Partnership – build strong relationships through honest and open communication; clear roles, effective policy guidance and encourage a collaborative consensus-based decision making culture.

Community Pride – recognizes the unique challenges of a small community; fits in and adapts; solidifies city strengths; willing to introduce positive change to enhance outcomes and public services.



*City Beach Pavilion
International Falls, Minnesota*

Position Summary

In accordance with the City Charter, the City Administrator shall perform high level administrative, professional and technical work in directing and supervising the administration of government. As Chief Administrative Officer of the City, the Administrator oversees the day-to-day affairs of the City and coordinates the operation of the various city departments. The City Administrator exercises general and administrative supervision over City employees either directly or indirectly through supervisory staff.

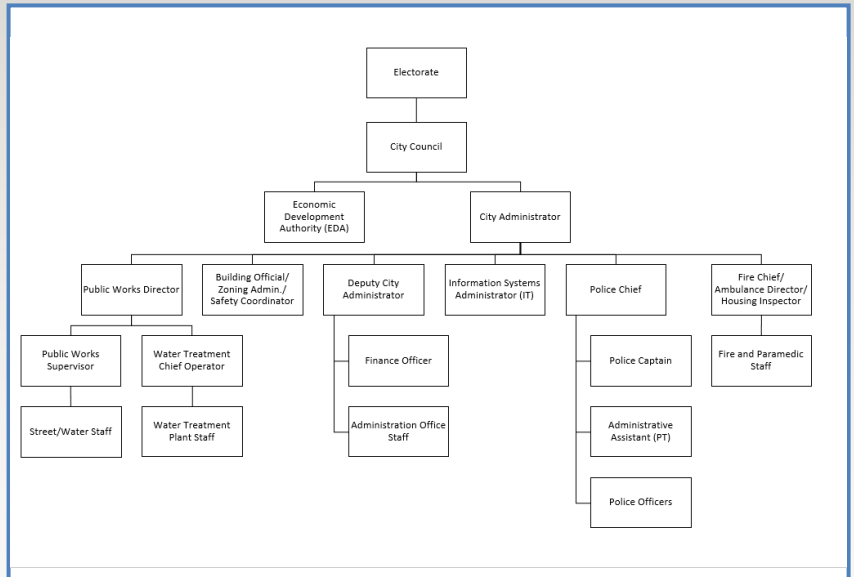
This position requires an understanding of a city charter form of government, including city-wide practices and procedures. Monitor all departments for compliance with policies, procedures, charters, ordinances, and recommends corrective action where appropriate. Set goals, strategies, objectives and an efficient organizational culture for the City. Develop and assesses operational plans for efficiency. Ensure that overall departmental objectives are being met by review and evaluation.

Position Requirements

Requires a Bachelor’s degree or equivalent experience in public or business administration, human resources or finance or a closely related field. A minimum of three years of supervisory experience is desired. Related private sector experience may be considered. Knowledge of municipal government, organizational development, labor relations, strategic planning and economic development is essential.

Candidates shall possess strong financial and human resources skills.

The City Charter guides the operations of the organizational structure. The City Administrator will have both direct and indirect reports. The ability to provide leadership and maintain effective working relationships is essential.



Compensation and Benefits

The salary range is \$90,000 to \$100,000. Starting salary is commensurate with experience. A competitive benefit package is provided.

Application and Selection Process

To apply submit a resume, salary history and four work-related references to emmar@ci.international-falls.mn.us or to Emma Rud, City of International Falls, 600 Fourth Street, International Falls, MN 56649. For more information call (218) 283-9484. The position is open until filled. Review of resumes begins on April 30, 2021.

**The City of International Falls
is an Equal Opportunity Employer**



**CITY OF INTERNATIONAL FALLS
JOB DESCRIPTION
Approved: March 15, 2021**

Position Title: Administrator **Date:** March 2021
Department: Administration
Reports To: City Council

Primary Objective of Position

In accordance with the City Charter, the City Administrator shall perform high level administrative, professional and technical work in directing and supervising the administration of government. As chief administrative officer of the city, the administrator oversees the day-to-day affairs of the city and coordinates the operation of the various city departments.

Supervision Exercised

The City Administrator exercises general and administrative supervision over all city employees either directly or indirectly through supervisory staff.

Essential Functions and Responsibilities

- Plan, organize and direct city affairs to ensure efficient effort to meet the goals and objectives of the City.
- Work closely with the Mayor and Council to carry out their management and supervisory expectations.
- Represent the City in regards to local, regional, state, and federal activities of concern to the community and corresponds with elected officials on legislative concerns of the City.
- Oversee and manage financial and accounting matters including short-and long-term financial planning, monitoring revenues and expenditures, recommending financing alternatives; overseeing preparation of reports and working with the auditors.
- Manage and supervise activities, programs and projects, on a City-wide basis as directed by the Mayor and Council.
- Provide staff assistance on city boards and commissions including the Economic Development Authority.

Position Summary

This position requires an understanding of city-wide practices and procedures. Monitor all departments for compliance with policies, procedures, charters, ordinances, and recommends corrective action where appropriate. Set goals, strategies, objectives and an efficient organizational climate for the City departments. Develop and assesses operational plans for efficiency. Ensure that overall departmental objectives are being met by review and evaluation.

Prepare agendas, direct and coordinate research and the preparation of special reports to the City Council and Mayor. Draft correspondence for the City council and acts as a liaison between the Council, Mayor, citizens, the community in general, as well as City boards, commissions and employees. Respond to various inquires or complaints from citizens, other agencies and governing boards.

Manage financial plans and strategies, information system controls, design and maintain internal controls. Provide assistance to departments concerning financial operations and budgets. Invest City funds in accordance with City Investment Policy and State Statutes, and provide the Council with a variety of financial reports to keep them informed.

Other Typical Duties and Responsibilities

- Keep Mayor and Council informed on all matters having a significant effect on the operations of the City government.
- Carry out the mandates of the City Charter and the established ordinances of the City of International Falls.
- Attend and participate in all Council meetings and other official meetings as needed.
- Maintain the corporate seal, oversee the maintenance of all records and documents of the City, and executes all contracts approved by the City Council.
- Monitor operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Oversee and monitor City elections to ensure compliance with all election laws including the hiring and training of election judges and setting up the election poles.
- Plan and direct employee training and workshop sessions.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive.

Knowledge, Skills, and Abilities

- Knowledge of principles of governmental accounting, budgeting and payroll administration.
- Knowledge of City Code and other legal requirements governing municipal operations.
- Organizational ability to efficiently manage multiple work tasks and perform under deadline pressures.
- Leadership ability to establish and maintain effective working relationships with department heads, other employees, public officials and the public to provide for a positive and motivational work place.