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Executive Search
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Proposal for Executive Search Services
City of Roseville, City Manager Search



**PROUD TO BE A
VETERAN
OWNED &
OPERATED
BUSINESS**

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June 19, 2013

Eldona Bacon, SPHR
Human Resources
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Professional Services – City Manager Recruitment

Dear Ms. Bacon, Mayor Roe and Council Members Etten, Laliberte, McGehee and Willmus:

On behalf of our team at Brimeyer Fursman LLC, I would like to extend our appreciation for the invitation to submit a proposal to assist you and the citizens of Roseville in the recruitment and selection of your next City Manager. Picking the City's next City Manager is one of the most important functions you will undertake together. We trust our process, skill and commitment to you will result in the highest quality and best possible search. Our experience helping cities with organization and strategic succession planning will provide you with the thoughtfulness and thoroughness needed to make this hire successful.

I will be assuming responsibility for the search as Company President with over 25 years of senior management experience in local government and six years of search experience. Company Vice-President, Irina Fursman also has six years of search experience and will be co-facilitating the process. Our team has conducted over 500 executive searches for administrative positions throughout the Midwest. I have personally managed over 70 of those searches.

Included with this Letter of Interest are biographies, a select clients list, and an estimated timeframe to complete the project and estimated expenses for the project and the other material requested. I understand that the scope and timetable may be modified somewhat once all aspects of the engagement are discussed and understood.

Thank you again for your consideration. We are proud and fond of our relationship with Roseville, and look forward to speak with you.

Very truly yours,



Dr. Richard Fursman, Ed.D.
President

For additional information about Brimeyer Fursman, please visit www.brimgroup.com

Introduction

Statement of Understanding

The **City of Roseville** is seeking assistance with the hiring of a City Manager. It will be the responsibility of the consultant to manage expectations, provide expert guidance, and take careful note of the information provided through the individual council members and the organization as a whole.

Firm Experience Brief history

Founded 1991

Founded by Jim Brimeyer in 1991, Brimeyer Fursman, LLC is headquartered in the Twin Cities of Minnesota. Current company president, Richard Fursman and, now senior adviser, Jim Brimeyer have undertaken hundreds of similar projects in Minnesota, Iowa, Wisconsin, Nebraska, Alaska and South Dakota. During those searches they successfully implemented recruitment strategies, demonstrating expertise in candidate assessment and the development of a selection process that addresses the needs of the organization and the entire community.

Together, Mr. Brimeyer and Mr. Fursman completed over 500 management searches in the Midwest and have assisted over 200 organizations in other Organization Development efforts. Brimeyer Fursman, LLC is now the industry leader in the process of “Onboarding” or preparing the Organization and new Manager for transition, to ensure the best possible start. We take great care of our client’s needs and concerns not only as the process unfolds, but also through the new City Manager’s entry and transition.

Similar Searches 2011-2013

Richard Fursman and associates of Brimeyer Fursman, LLC have conducted several hundred similar searches over the past decade; most recently, some of the cities include Eagan, Corcoran, Arlington, Vadnais Heights, Forest Lake and Olivia, Minnesota, Canton, South Dakota, Waverly and Oelwein, Iowa; and New Richmond and Kimberly, Wisconsin.

Approach and Services Overview

Search Approach

Our approach to executive search promotes maximum input from the Mayor and Council, staff, and citizens in the search process. We help guide the process, but *you* are the final authority in the selection of candidates. We maintain continual contact with the client throughout the search and keep the candidates informed as the search progresses. In addition to our milestone meetings with the Mayor and City Council, we will provide periodic updates to keep you informed of our progress. Brimeyer Fursman is committed to accurately portraying all candidates to the City. Likewise, we strive to accurately represent the position to candidates to prevent unrealistic expectations.

Scope of Services Summary

Phase I Organization Assessment and Develop Position Profile	Meet individually with the Mayor and Council, Department Heads, and key staff. Meet with selected representatives from the community and/or conduct public forums. Develop and present Position Profile.
Phase II Recruitment of Best Candidates	• Place announcements • Direct recruiting program • Collect and review resumes • Interview semi-finalists/Screen and evaluate • Prepare and present progress report • Assist elected board with the selection of top 5 candidates for interviews • Personality/Management Profile
Phase III Interview Preparations and Event	• Reference checks - credential verification – credit report – criminal check • Coordinate candidates' interviews • Prepare schedule, questions, review sheets • Monitor interviews, facilitate candidate review session • Develop compensation package • Assist with negotiations
Phase IV Onboarding	• Onboarding: Socialization process to assist new and existing leadership with the transition to a new City Manager.
Follow-up	Six and twelve months following the City Manager's start, we will assist with conducting a full review.

Principles Assigned to Your Search



Richard will be the lead consultant on the project and will be involved in all aspects of the search.

Dr. Richard Fursman Ed.D., President: Richard joined Brimeyer Fursman in 2007 and has conducted over 70 searches. Richard has over 25 years of senior management experience in local government, most recently as the City Manager of Maplewood, Minnesota. Richard earned his Doctorate in Organization Development as well as his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University.

Richard is an Adjunct Faculty at the University of St. Thomas. He was awarded the title of Credentialed Manager by the International City/County Management Association. Richard is a past board member of the Minnesota City/County Management Association, a member of Rotary International, and past President of the Minnesota Metropolitan Manager's Association. Richard has conducted numerous strategic planning retreats and consults with municipalities and non-profits on reorganization and change management in the USA and Abroad.



Irina will assist with interviews and fact finding. She will be involved with facilitation and community contacts. She will also handle candidate logistics during the final interview stage.

Irina Fursman

Irina is Vice President of Brimeyer Fursman, coordinating all facilitation and community contacts. Irina is a ***nationally certified facilitator and trainer from the Institute of Cultural Affairs***. Irina was born, raised, and educated in Russia and Ukraine where she earned her Bachelor's Degree of Education and Master's of Science Degree in Mathematics and Computer Science before moving to the United States in 2002. Irina has co-facilitated over 30 strategic planning sessions with cities and businesses. She has worked with over 20 communities during the search process with facilitating community discussions, research for profile development, and coordinating candidate logistics.

In addition to facilitating sessions, Irina also trains in the art and science of facilitation. Irina has presented nationally and internationally on the subject of citizen engagement, strategic planning and sustainable development.

Irina is currently a Doctoral Candidate in Organization Development at the University of St. Thomas.

Detailed Plan of Action Steps and Services Provided by Brimeyer Fursman, LLC

Phase I Organization Assessment

Each search process begins with a careful assessment of the current state of the organization. This evaluation is used when the position profile is established to ensure applicants are screened according to the needs and established norms of the organization. You will be asked how much if any, change in direction is hoped for with the new city Manager. Candidates are screened for fit and capacity according to your requirements discovered during the process.

Assessment areas typically include organizational procedures, structure, systems and policies, culture, staff capacity, leadership and management philosophy, and previous experiences. Four methods may be used to gather information for assessment:

1. Interviews
2. Focus Groups
3. Questionnaires
4. Review of artifacts

Employee Engagement & Citizens Engagement

Engaging as many stakeholders as possible in this first step of the process will provide an impetus for change needed and prepare the organization for the transition in leadership.



*Individual and Group
Meetings*

Our team has extensive training through the Institute of Cultural Affairs on facilitating community discussions. A critical success factor of the search is identifying community priorities and the environment in which the Manager must function. *We encourage meetings with citizens to further assess the climate of the community with the use of forums and individual interviews.*

We will conduct 1x1 and group meetings with Citizens. Our engagement practices allow us to conduct large group discussions, so many citizens can participate.

Establishing and Evaluating Expectations

A successful search has a thorough definition and agreement by the Mayor and City Council on each aspect of the position. ***During this initial phase, our consultants will meet collectively and individually with the Mayor and City Council members, Department Directors and Managers, and key staff to learn more about your goals and objectives.*** Critical factors to be determined include position responsibility and authority; reporting relationships; educational and experience requirements; personal and leadership qualities; and management style. We will carefully review your expectations and provide industry tested feedback. We will discuss pay expectations, the available talent pool, organization fit, and others that come up during the profile formation.

Organizational study Coordinated with Manager Search

An organizational review and City Manager search should be a coordinated process whose elements happen together. The information from the organizational review /assessment is essential for the successful recruitment of the new City Manager. The same analysis becomes the foundation for a plan of action for the new City Manager once they start.

We will pay considerable attention to establishing organizational goals and priorities for the position. The identification of priorities serves a two-fold purpose: it assists the hiring authority in developing a consensus on what is important for the organization and it alerts potential candidates to the important issues of the organization.

Position Profile – Recruiting Brochure



After drafting the Profile, we will meet with the Mayor and City Council as a group to discuss the critical specifications of the position. A great deal of emphasis placed on the agreement of this analysis. Without this information, it is difficult to determine how potential candidates will affect the City's plans and organizational team. The final Position Profile, after approval by the Mayor and City Council, becomes the document against which we evaluate prospective candidates.

PHASE II

Develop and Implement an Approved Recruitment Plan

Place Announcements Recruit Candidates

Recruitment Ads
*ICMA: International City
Managers Association
Gov't Jobs
Linked-IN
Brimgroup Web Page
League of Minnesota
Cities
Neighboring Leagues*

The Position Profile serves as the primary recruitment tool as a means of identifying the scope of the position and highlighting the unique characteristics and qualities of the community. Once the Profile is approved, we will prepare and conduct a comprehensive program to contact candidates and determine sources of candidates.

In addition to placing announcements in the appropriate professional and trade journals, we will announce the position on appropriate web sites and the Profile will be featured on the Brimeyer Fursman web site with a link to the City of Roseville official web site. We will utilize our local, regional, and national contacts to identify potential candidates. We will identify comparable organizations where key individuals will be contacted.

Often times we are able to identify candidates from similar assignments who may be appropriate for the position. ***Sometimes the most qualified candidates are often not in the job market and do not respond to traditional advertising; therefore, we will directly recruit specific individuals with established patterns of talent, stability, and success through direct visits, calls, and mailings.***

Accept and Acknowledge Applications

Brimeyer Fursman will take *all* responsibility for accepting and collecting applications and acknowledgments. We will maintain transparency and provide continual updates to the city and candidates as each step in the process proceeds. We take great care to treat all candidates with the greatest respect on behalf of the firm and Roseville.

Review Resumes and Screen Candidates



Following the application deadline, we will screen each applicant's experience and background against the Position Profile. After evaluating and comparing each application, we will compile a list of candidates for further consideration. We will conduct one-on-one interviews with the most promising individuals. Our staff will make every effort to conduct face-to-face interviews with these candidates. ***Our in-depth evaluation and appraisal techniques*** will cover issues such as work experience, education, professional development and achievement, career objectives, accomplishments, suitability, and specific interest in the position. We will pay particular attention to the management style that most closely reflects the needs of the organization.

Assessment Tools

Cover letter & resume review
Short essays on topics related
to the position
Writing sample
Summary of accomplishments
Insights management profile
One-on-one interviews
360 Degree Reference Review
Full Credit Report
Credential Check
Criminal Check

We use a variety of techniques to “discover” the candidates who will have the greatest chance of success. Research shows that past performance is the greatest indicator of future success. We spend a great deal of time reviewing the accomplishments and lessons learned on mistakes with each candidate. Additionally, we profile management styles and capabilities of each candidate through testing and interviews.

Brimeyer Fursman is authorized to administer the Insights Discovery Personality Profile System. The results will cover motivation and behavior patterns, management strategies, identification and management of conflict areas. The City will gain insights into the strengths, management style, and key communication styles for each finalist candidate.



Progress Report TOP 10-12

Once interviews are complete, we will select the most qualified individuals to present to the Mayor and City Council. We will prepare a ***Progress Report that will provide information on ten candidates whose backgrounds most closely meet the requirements of the position.*** This Progress Report will provide specific information on:

- Educational and work history
- Accomplishments and growth potential
- Strengths and possible limitations
- Skills and performance history related to the position
- Personality and decision making profile

We will deliver this report and personally review it with the Mayor and City Council. Five or six candidates will be selected for further consideration based on the review. We will propose a schedule for interviewing the candidates and discuss the compensation expectations of the Mayor and City Council once the finalists are selected.

PHASE III Coordinate and Conduct Final Interviews

Reference and Credential Checks

Final Interview and Selection Process



360 Review: Prior to the interviews, *we will conduct discreet reference checks on the finalist candidates.* We will talk with peers and former associates of these candidates. We will speak with individuals who are, or have been, in positions to directly evaluate the candidates' job performance. We will verify the finalist candidates' credentials through educational, criminal, and credit checks.

- Resumes, cover letters, and reference reports will be provided on each candidate prior to the interview.
- We will also provide the Mayor and City Council with a list of suggested interview questions and evaluation forms.
- We will discuss the proposed procedures to be used in the interview process.
- Our suggested interview schedule will allow the candidates to get acquainted with the community and community leaders and to visit with the Mayor and City Council and the staff in informal settings.
- We culminate the process with individual and group interviews.
- If possible, all interviews will be scheduled within a period of two days depending upon the desire of the Mayor and City Council.
- A consultant will be present at each interview.

Selection

After the interviews, we will meet with the Mayor and City Council to review the individual ratings and assist in determining the top candidate. The consultant will assist in this process to the extent requested by the Mayor and City Council. We take responsibility for notifying all unsuccessful candidates each time the candidate pool is narrowed down.

Negotiating Compensation Package

Brimeyer Fursman, will take great care that the City of Roseville secures acceptance from the most desired individual. We will participate in the final negotiations. If any concerns arise in the final hour, by working as a third-party intermediary we can resolve important details of the offer which may have significant bearing on its final acceptance or rejection. We will negotiate the terms and conditions of employment and prepare a Letter of Agreement on behalf of the City of Roseville with the selected candidate.

Additional Support Services

- If requested by the City, Brimeyer Fursman, will act as a spokesperson with the media in order to maintain the integrity of the selection process and to protect the confidentiality and privacy of the candidates who are not hired.
- Family issues and dual career households are factors that influence an individual's decision to change jobs. We address circumstances arising from a job change including spouse careers, real estate issues, family concerns, and relocation details.
- After the candidate is employed, we will follow up with both the City of Roseville and the candidate to insure a smooth transition and satisfactory completion of the assignment. This follow-up contact is intended to identify potential issues early so that adjustments can be made, if necessary.

Phase IV ***Onboarding – Preparing for change***



Onboarding is a process focused on the integration of new senior-level managers into an organization. The goal is to *prepare Managers to succeed in their jobs as quickly as possible*. Brimeyer Fursman will meet with the directors and key staff, Mayor and City Council and the new City Manager to discuss and plan for the adjustments that naturally occur during periods of transition. This is particularly helpful to staff as they learn to work with their new supervisor. Items covered include effective communication, setting expectations, clarification of roles and responsibilities, a review of the culture and other norms.

FOLLOW UP **Performance Review**

If requested by the Mayor and City Council, we will assist in conducting a performance evaluation of the selected City Manager between six and twelve months of employment. We will develop a Work Program that will contain objectives for the City Manager to accomplish in the ensuing six to twelve months.

Guarantee

Brimeyer Fursman offers an 18 month guarantee on the effectiveness of the City Manager, provided the Mayor and City Council and Brimeyer Fursman agree that all phases of the process have been successfully completed. Should the Mayor and City Council determine it necessary to terminate the City Manager due to failure to adequately perform the duties as specified in the Profile and as represented by the process, we will refill the position at no additional fee and will charge expenses only.

Should there be substantial changes in the political situation at the City of Roseville and a decision is made to terminate the City Manager for reasons other than failure to perform the duties as specified in the Position Profile, this guarantee is subject to negotiations between the Mayor and City Council and Brimeyer Fursman. Brimeyer Fursman will not recruit candidates we have placed with your organization.

Time Table Draft

(Subject to your needs/changes)

Brimeyer Fursman LLC will work with the Council on the timing of the search. The following is a suggestion that will likely be altered to fit everyone's schedules.

Highlighted activities require full Council participation

Authorization to proceed

July 8, 2013

Authorization to proceed	July 8, 2013
Profile Data Collection (with interviews of Council, Community, Staff)	July 9-12
Approve Position Profile/Process review with Council	July 15
Start Recruitment	July 16
Deadline for Applications	August 19
Screen and Review Candidates	August 20 – Sept 3
Progress Report/Select Finalists	Sept 9
Reference and Credential Checks	September 10-18
Interviews	September 20/21
Start of New Manager	October 2013
Onboarding Session with New Manager and Council	At start

Appendix A: Fee Quotation Executive search process overview and fees		
	Total Search Fee	\$15,500
	Expenses (Not to exceed)	\$2,500
	TOTAL (Not to exceed)	\$18,000
Phase I Develop Position Profile		
- Meet individually with the Mayor and City Council, Department Heads, and key staff - Meet with selected representatives from the community and/or conduct public forum - Develop, present, and Position Profile		\$5,000
Phase II Recruit and Screen Candidates		
- Place Announcements - Direct Recruiting, Send Profiles - Review Resumes - Screen and evaluate candidates - Prepare and present Progress Report (progress report will be delivered in person and contain profiles of 10-12 candidates who demonstrate the best fit. <i>Here the council selects the top 5 for interviews.</i>		\$5,500
Phase III Interviews and Background Checks		
- Reference checks/credential verification - Personality Profile assessment instrument - Schedule and coordinate candidates' interviews with the assistance of City staff - Participate in interviews - Develop compensation package - Participate in negotiations		\$5,000
First Performance Evaluation		Expenses only
Expenses		
Typical expenses include copies and supplies, position advertising (League Web Sites, ICMA, Minnesota City Managers Association, Linked-IN), credential and criminal background checks, etc. The expenses are for 5 finalists. Expenses for additional finalists will be billed at \$300 each.		Not to Exceed \$2,500

This estimate does not include costs associated with candidates' expenses for the final interview such as airfare for out of state candidates, hotels, meals and others. These expenses are influenced by the following factors: number of candidates invited to interview, location of candidates, spouse and family attendance, meals and hotel accommodations provided. For local candidates, the cost is typically zero.

Phase IV: Onboarding \$950

If the council desires, we will facilitate onboarding of the new Manager to help clarify roles, expectations and reveal important practices of the operation. This is done with the council and staff and is planned during the first week or two the Manager is on the job.

Payment Policy: Our payment policy is one-third of the total fee due upon signing this agreement; one-third after presentation of the Progress Report; and the balance due 10 days after the search has successfully been completed, whether the agreement is oral or written. In the event the City Council terminates this agreement during the search, we will retain the progress payments to that point.

Richard Fursman, President
Brimeyer Fursman LLC

Date

Dan Roe
City of Roseville, Minnesota

Date

Appendix A Municipal Searches (conducted in the last 24 months)

Brimeyer Fursman successfully implemented described above recruitment strategy (Phase I – III) for all projects listed in this section.

City of Corcoran, MN – population over 5,500
Position Filled: City Administrator (hired Brad Martens)
Dates of the search: March, 2013 – June, 2013
Applications received – 75
Contact: Mayor - Ken Guenthner
Phone: 763-478-6699

City of Arlington, MN – population over 2,200
Position Filled: City Administrator (hired Liza Donabauer)
Dates of the search: February, 2013 – April, 2013
Applications received – 50
Mayor: James Kreft
Home Phone: 507-964-2680
E-mail link: jkreft@arlingtonmn.com

City of Vadnais Heights, MN – population over 12,300
Position Filled: City Administrator (hired Kevin Watson)
Dates of the search: November, 2012 – January, 2013
Applications received – 53
Email: kevin.watson@cityvadnaisheights.com
Telephone: 651.204.6010

City of Eagan, MN – population over 64,200
Position Filled: City Administrator (hired Dave Osberg)
Dates of the search: October, 2012 – January, 2013
Applications received – 39
Dianne Miller
651/675-5014
dmiller@cityofeagan.com

City of Waverly, IA – population over 9,800
Position Filled: City Manager (hired Phillip Jones)
Dates of the search: August – October, 2012
Applications received – 65
Contact: Bob Brunkhorst, Mayor
Phone: (319) 352-9211
Email: mayor@ci.waverly.ia.us

City of Oelwein, IA – population over 6,400
Position Filled (2012): City Administrator (hired Jamie Letzring)
Dates of the search: October – December, 2012
Applications received – 49
Larry Murphy, Mayor
20 2nd Avenue SW
Oelwein, IA 50662
Phone: (319) 283-4032
Email: larry@llmurphy.com

City of Norwalk, IA – population over 9,000
Position Filled: City Manager (hired Marketa Oliver)
Dates of the search: February – May, 2012
Applications received – 113
Doug Pierce, Mayor
705 North Avenue
Norwalk, IA 50211
Phone: (515) 981-0228
mayor@ci.norwalk.ia.us

City of Olivia, MN – population over 2,400
Position Filled: City Administrator (hired Dan Coughlin)
Dates of the search: December, 2011 – February, 2012
Applications received – 39
Sue Hilgert, Mayor
Phone: (320) 523-2361
shilgert@olivia.mn.us

City Indianola, IA – population over 14,500
Position Filled: City Manager (Eric Hanson)
Dates of the Search: May – August, 2012
Applications received – 70
Kenan Bresnan, Mayor
705 North Avenue
Norwalk, IA 50211
Phone: (515) 962-5300
Email: kbresnan@cityofindianola.com

City of New Richmond, WI – population over 8,000 (Twin Cities Area)
Position Filled: City Administrator/Utility Manager (Mike Darrow)
Dates of the Search: December, 2011 – March, 2012
Kirk Van Blaircom, Alderman
156 East First Street
New Richmond, WI 54017
Phone: (715) 246-5813
Email: aldermanvanblaircom@frontier.com

City of Canton, SD – population over 3,000
Position Filled: City Manager (hired Sean Pederson)
Dates of the search: December, 2012 – February, 2013
Applications received – 53
Jonathan Toso, City Commissioner

City of Medina, MN – population over 4,800 (Twin Cities Area)
Position Filled: City Administrator (Scott Johnson)
Dates of the Search: July, 2012
Applications Received: 77

Village of Kimberly, WI – population over 6,500 (Green Bay area)

Position Filled: Village Administrator (Adam Hammatt)

Dates of the Search: December, 2011 – March, 2012

Applications Received-44

Chuck Kuen, Village President

515 W. Kimberly Ave

Kimberly, WI 54136

(920) 716-4502 (C)

ckuen@valleymanagement.com

City of Wayzata, MN – population over 3,000

Position Filled: City Manager (Heidi Nelson)

Dates of the search: November, 2011 – February, 2012

Applications Received- 75

Mayor Ken Willcox

600 Rice Street East

Wayzata, MN 55391

952-922-5569

KenWillcox@wayzata.org

City of Hopkins, MN – population over 18,000

Position Filled: City Manager (Mike Mornson)

Dates of the Search: May, 2011 – July, 2011

Application received – 65

Eugene Maxwell, Mayor

1010 1st St S

Hopkins, MN 55343

952-935-5270

emax33721@aol.com

City of Adel, IA – population over 18,000

Position Filled: City Administrator (Brett Klein)

Dates of the Search: October, 2011 – December, 2011

Application received – 65

City of Spring Park, MN – population over 1,700

Position Filled: City Administrator/ Clerk (Daniel Tolsma)

Dates of the Search: March, 2011 – June, 2011

Application received – 54

City of Crookston, MN – population over 8,200

Position Filled: City Administrator (Tony Chladek)

Dates of the Search: November, 2011 – January, 2012

Application received – 44

City of Forest Lake, MN – population over 18,000
Position Filled: City Administrator (Aaron Parrish)
Dates of the Search: November, 2011 – January, 2012
Application received – 79
Aaron Parrish, City Administrator (651) 209-9750

City of Knoxville, IA – population 7,200
Position Filled: City Manager (Harold Stewart)
Applications received – 83
Bob Wims, City Council
Phone: 641-828-8464
E-mail: bwims@issbank.com

OTHER MUNICIPAL POSITIONS FILLED IN THE LAST TWO YEARS:

Lincoln Pipestone Rural Water
Position Filled: CEO (2012)

City of Minnetonka, MN
Position Filled: City Attorney

City of Apple Valley, MN
Positions Filled: Police Chief (2012), Parks and Recreation Director (2011)

City of Olivia, MN
Positions Filled: Police Chief (2013)

City of Petersburg, AK
Positions Filled: Police Chief (2013)

City of Woodbury, MN
Positions Filled: Utility Supervisor (2012)

City of Chaska, MN
Positions Filled: Water and Sewer Director (2012)

City of Eagan, MN
Positions Filled: Public Works Director (2012)

City of St. Cloud, MN
Positions Filled: Economic Development Director (2011)

A Sampling of other *Brimeyer Fursman llc*, Search Assignments

1. City Manager - Roseville, MN (pop. 36,000)
2. City Administrator - Lakeville, MN (pop. 23,000)
3. City Manager - New Brighton, MN (pop. 24,000)
4. City Administrator - Hastings, MN (pop. 15,000)
5. City Administrator - Cottage Grove, MN (pop. 24,000)
6. City Manager - St. James, MN (pop. 5,000)
7. City Manager - Brooklyn Park, MN (pop. 60,000)
8. City Administrator - Little Canada, MN (pop. 10,000)
9. City Manager - Hopkins, MN (pop. 16,000)
10. City Manager - Bemidji, MN (pop. 24,000)
11. City Administrator - Hibbing, MN (pop. 20,000)
12. City Administrator - Hermantown, MN (pop. 7,000)
13. Clerk/Administrator - Mounds View, MN (pop. 12,000)
14. City Administrator - Orono, MN (pop. 7,000)
15. City Administrator - South St. Paul, MN (pop. 24,000)
16. Village Manager - Village of Hazel Crest, IL (pop. 15,000)
17. City Manager - Robbinsdale, MN (pop. 15,000)
18. City Administrator - Becker, MN (pop. 1,000)
19. City Administrator - Arden Hills, MN (pop. 10,000)
20. City Administrator - Sandstone, MN (pop. 2,000)
21. County Administrator - Chisago County, MN
22. City Manager - Prior Lake, MN (pop. 12,000)
23. City Administrator - Luverne, MN (pop. 4,400)
24. City Manager - Columbia Heights, MN (pop. 19,000)
25. City Manager - Webster City, IA (pop. 8,600)
26. City Coordinator - Minneapolis, MN (pop. 370,000)
27. City Administrator - Pipestone, MN (4,500)
28. City Administrator - Marshall, MN (pop. 12,000)
29. City Administrator - Oak Park Heights, MN (pop. 3,700)
30. City Administrator - Rosemount, MN (pop. 10,000)
31. City Manager - St Anthony, MN (pop. 8,000)
32. City Manager - Carroll, IA (pop. 8,000)
33. City Administrator - Savage, MN (pop. 12,000)
34. City Manager - Sheldon, IA (pop. 5,000)
35. City Administrator - Emmetsburg, IA (pop. 4,000)
36. County Coordinator - Benton County, MN (pop. 30,000)
37. City Manager - Mankato, MN (pop. 31,500)
38. City Administrator - North Mankato, MN (pop. 11,000)
39. City Manager - Robbinsdale, MN (pop. 14,000)
40. City Administrator - Worthington, MN (pop. 10,000)
41. City Administrator - Farmington, MN (pop. 6,870)
42. City Administrator - Mounds View, MN (pop. 12,600)
43. Clerk/Administrator - Centerville, MN (pop. 2,000)
44. County Administrator, St. Louis County, MN (pop. 198,000)
45. City Administrator - Northfield, MN (pop. 15,200)
46. City Manager - Columbia Heights, MN (pop. 19,000)
47. City Manager - Benson, MN (pop. 3,500)
48. City Manager - Storm Lake, IA (pop. 9,000)

49. City Manager - West St. Paul, MN (pop. 19,000)
50. Coordinator - Bryant Neighborhood, Minneapolis
51. Council Administrator - Red Wing, MN (pop. 15,700)
52. City Manager - Maquoketa, IA (pop. 6,000)
53. City Manager - Spencer, IA (pop. 11,600)
54. City Administrator - Cottage Grove, MN (27,726)
55. City Administrator - St. Peter, MN (pop. 10,000)
56. City Administrator - Minnetrista, MN (pop. 3,900)
57. City Administrator - Mahtomedi, MN (pop. 6,800)
58. City Manager - Montevideo, MN (pop. 5,500)
59. City Administrator - Charles City, IA (pop. 8,000)
60. City Manager - West Liberty, IA (pop. 3,000)
61. City Administrator - Mora, MN (pop. 3,000)
62. City Administrator - Baxter, MN (pop. 4,800)
63. City Administrator - Waukee, IA (pop. 3,500)
64. Clerk/Administrator - St. Joseph, MN (pop. 4,500)
65. City Administrator - Sauk Rapids, MN (pop. 10,000)
66. City Administrator - Park Rapids, MN
67. City Administrator - Dyersville, IA (pop. 3,800)
68. City Administrator - Fergus Falls, MN (pop. 13,000)
69. City Manager - Brookings, SD (pop. 18,000)
70. City Administrator - West Burlington, IA (pop. 3,000)
71. City Administrator - Wayne, NE (pop. 5,000)
72. County Administrator - Becker County, MN (pop. 30,000)
73. City Administrator - Sauk Centre, MN (pop. 3,800)
74. City Administrator - Mounds View, MN (pop. 12,900)
75. City Administrator - Shorewood, MN (pop. 7,000)
76. City Administrator - Andover, MN (pop. 25,000)
77. City Administrator - Waconia, MN (pop. 6,000)
78. City Manager - New Ulm, MN (pop. 14,000)
79. City Administrator - East Grand Forks, MN (pop. 8,000)
80. City Administrator - Stillwater, MN (pop. 16,000)
81. City Administrator - Farmington, MN (pop. 10,000)
82. City Administrator - Minnetrista, MN (pop. 4,400)
83. City Administrator - Lake City, MN (pop. 5,000)
84. City Administrator - Sartell, MN (pop. 10,000)
85. City Manager - Moorhead, MN (pop. 32,000)
86. County Administrator □ Rice County, MN (pop. 57,000)
87. City Administrator – Northfield, MN (pop. 17,500)
88. City Administrator – Austin, MN (pop. 23,000)
89. City Administrator – South St. Paul, MN (pop. 20,167)
90. City Administrator – Newton, IA (pop. 16,000)
91. City Administrator – Mahtomedi, MN (pop. 8,000)
92. City Manager – West Liberty, IA (pop. 3,300)
93. City Administrator – Lake Elmo, MN (pop. 7,387)
94. City Administrator – Melrose, MN (pop. 3,150)
95. Village Manager – Village of Shorewood, WI (pop. 12,000)
96. City Manager – Manchester, IA (pop. 5,000)
97. General Manager – Lake Panorama Association, IA
98. City Manager – Knoxville, IA (pop. 7,730)
99. City Manager – Yankton, SD (pop. 14,000)

100. City Administrator/Clerk – Cresco, IA (pop. 4,000)
101. City Manager/Public Works Director - Denison, IA (pop. 7,340)
102. City Manager – St. James, MN (pop. 4,700)
103. City Clerk-Administrator – Stewartville, MN (pop. 5,650)
104. City Manager – Bemidji, MN (pop. 13,000)
105. City Manager – Cedar Rapids, IA (pop. 120,000)
106. City Administrator – Ottumwa, IA (pop. 25,000)
107. City Administrator – Mason City, IA (pop. 29,000)
108. City Administrator – Worthington, MN (pop. 11,300)
109. City Administrator/Clerk – Maple Plain, MN (pop. 2,100)
110. County Administrator – Yellow Medicine County, MN
111. City Administrator – Lake Elmo, MN (pop. 8,000)
112. City Administrator – City of Minnetrista, MN (pop. 5,542)
113. City Administrator – Staples, MN (3,100)
114. City Administrator – Arlington, MN (pop. 2,100)
115. City Administrator – Olivia, MN (2,570)
116. City Manager – Spencer, IA (pop. 11,317)
117. City Administrator – Detroit Lakes, MN (pop. 8,300)
118. City Manager – Moorhead, MN – (pop. 34,244)
119. City Administrator – Osseo, MN – (pop. 2,500)
120. City Administrator – Owatonna, MN – (pop. 24,255)
121. City Administrator – Gaylord, MN (pop. 2,293)
122. City Administrator – City of New Prague, MN (pop. 6,787)
123. City Administrator – City of Rosemount, MN (pop. 22,397)
124. City Administrator – Kenyon, MN (pop. 1,696)
125. City Manager – City of Canton , SD (pop. 3,110)
126. City Manager – City of Aberdeen, SD (pop. 25,000)
127. City Administrator – City of Newport, MN (pop. 3,565)
128. City Administrator – City of Hermantown, MN (pop. 9,192)
129. City Administrator – City of Barnesville, MN (pop. 2,200)
130. City Clerk/Administrator – City of Caledonia, MN (pop 3,000)
131. City Manager – City of Albert Lea, MN (pop 18,000)
132. City Administrator – City of Arden Hills, MN (pop 10,000)

NON-PROFIT

1. Executive Director - Urban Concerns Workshops
2. Executive Director - Minnesota State Council on Disability
3. Executive Director - Local Government Information Systems
4. Manager, LRT Development - Regional Transit Board - Twin Cities
5. Executive Director - Cold Weather Resource Center
6. Executive Director - Minnesota Chiefs of Police Association
7. Executive Director - North Suburban Cable Commission and Access Corp.
8. Executive Director - League of Minnesota Cities
9. Executive Director - Family Violence Network
10. Executive Director - Southwest Minnesota Initiative Fund
11. Executive Director - PossAbilities of Southern Minnesota
12. Executive Director - Metropolitan Library Services Agency
13. Executive Director - Blue Earth Economic Development Authority
14. Executive Director - St. Cloud Housing and Redevelopment Authority
15. Executive Director - East Central Solid Waste Commission
16. District Administrator - Minnehaha Creek Watershed District
17. Library Director - Carver County
18. Center Administrator - Consolidated Public Safety Answering Point
19. Director of Finance and Administration - Lincoln Pipestone Rural Water Assoc.
20. President/CEO - Sheriffs Youth Programs of Minnesota
21. Executive Director – Dakota County Communications Center, MN
22. Executive Director - Rice Creek Watershed District
23. Assistant Finance Director, Detention Center – Steele County, MN
24. Chief Operating Officer – Senior Community Services, Twin Cities Metro
25. Executive Director – Dakota Communications Center, Dakota County MN

PRIVATE SECTOR

1. Senior Account Manager - government leasing corporation
2. Senior Design Engineer and Production Manager - sign manufacturing company
3. Transportation Engineer - engineering consulting firm
4. Urban Planner - engineering consulting firm
5. Senior Engineer - engineering consulting firm
6. Manager of Administrative Services - architectural firm
7. Senior Associate - engineering consulting firm
8. Electrical Engineer - industrial engineering firm
9. Marketing Manager - architectural firm
10. Marketing Coordinator - architectural firm
11. General Manager - Minnesota Valley Country Club



Position Profile

City..... Eagan, MN
Population.....64,200
PositionCity Administrator
Salary Range \$133,032–\$154,000

The City of Eagan, MN

The City of Eagan, MN is seeking a proven leader to serve the community as their next City Administrator. The highly-regarded first Administrator of Eagan is retiring after 36 years of dedicated and thoughtful service to the community and organization.

Eagan, Minnesota’s ninth largest city, is a vibrant community known for excellent neighborhoods, exceptional public facilities, abundant parklands, and outstanding municipal services. Eagan was recognized in 2006, 2008, 2010, and 2012 as one of America’s best smaller cities to live in by *Money Magazine*.

Home to over 64,000 people, Eagan is conveniently located in the Twin Cities metropolitan area, neighboring Minneapolis and Saint Paul. The community has a strong tax base and is home to over 2,300 thriving businesses and corporations, including Thomson Reuters, Blue Cross, Blue Shield of Minnesota, United Parcel Services (UPS), US Postal Service, and Ecolab.

The City operates under a Council-Administrator form of government employing 235 regular and up to 400 seasonal and part-time employees. Quality customer service is a central feature of all City services. The City places a high value on responsiveness to citizen needs within established fiscal parameters. Regarded as a great place to live and work, the City government enjoys a stable workforce with experienced and professional staff.

“The City of Eagan exists to serve the needs and interests of its present and future citizens”



Courtesy of MN Valley Photography Club



The City of Eagan

Eagan incorporated as a City in 1974 with a population of 17,000. The City grew quickly in the coming decades, replacing farms with homes and businesses. The population exploded over the next 35 years as people were attracted to the well-designed and managed community. Today the population is over 64,000 and is anticipated to peak at 68,000 in a few years time.

Eagan has a strong mix of major employers resulting in the population growing during the day. Additional job growth is expected in the coming years as Eagan holds its position as one of the region's most desirable places to operate a business.

Eagan provides its citizens a sense of community and is filled with a combination of lush wooded areas, beautiful rolling hills, lakes and ponds, as well as lovely residential areas and well planned commercial and industrial areas.



Strong in Tough Economic Times

The City experienced a strong commercial and industrial reinvestment in 2011, with nearly \$20 million in private improvements to existing facilities. Eagan documented a 58% increase in commercial/industrial tenant improvements in 2011. New residential construction in 2011 was significantly higher than previous years as well, totaling 73 new housing units.

Education and Parks

Three highly regarded, independent school districts serve the City and the region providing for over 40,000 students. The City currently maintains 54 parks covering 1,370 acres, with such recreation facilities as hiking trails, tennis courts, skating rinks, shelters, and athletic fields. Among the many wonderful park amenities includes the tremendously popular Cascade Bay Waterpark.



The Organization

Eagan is represented by Mayor Mike Maguire and Councilmembers Paul Bakken, Gary Hansen, Cyndee Fields and Meg Tilley. The Mayor and Council focus on the "big-picture" issues and count on the staff to carry out the directions of the majority.



Administration of City government and services is organized into eight departments. The organization runs lean considering the size, complexity, and services provided by the City, which is made possible by everyone doing their part.

Citizen involvement includes participation in four advisory commissions including planning, parks, airport relations, and energy and environment.

Department Head Changes

Two long-serving leaders in the organization will be recently retired when the new administrator comes aboard. The Public Works and Finance Departments will have new leaders who worked up through the ranks. The Senior Management Team consists of the Police Chief, Fire Chief, Assistant City Administrator, Finance Director, Human Resources Manager, Parks and Rec Director, Community Development Director, Public Works Director, Communications Director, and City Administrator.

Priorities

The new Administrator will inherit a number of active projects when he or she starts. A few of the projects that will be considered or underway include:

- Significant community redevelopment opportunities

- Launching of a 16.2 mile wholesale fiber network for use by private sector providers to serve local businesses
- Transportation initiatives including Cedar Avenue Bus Rapid Transit
- Facilitate and execute the 2013-14 City Council Goals

Priorities for the first 6-12 months

- Landuse changes and challenges
- Ongoing establishment of new senior staff
- Funding: question of revenue and changes to service
- Familiarize with the organization culture, learn the mechanics of the job
- Establish lines of communication with the public, Council and staff

Budget

The 2012 General Fund adopted budget is \$28,040,000. The elected officials and staff are proud of their commitment to provide great service in the most cost-effective manner.

Culture

The organization has a team philosophy in everything it does. The management team is built on a model of collaboration and consensus on all issues facing the organization. The talented department directors value the empowerment they have been given to run their departments as they move toward the goals and vision established by the Mayor and Council.

Position Description

The City Administrator is the chief operating officer and responsible for the day to day operations of the city. The position reports directly to the City Council and carries out the direction of the Council. The position has nine (9) direct reports and oversees all City departments: Administration/Support Services, Communications, Community Development, Finance, Fire, Parks and Recreation, Police, and Public Works.

MINIMUM

QUALIFICATIONS:

1. Bachelor's degree in public administration, business administration, or related municipal administrative field.
2. Minimum of ten years of progressively responsible experience in municipal government or comparable organizational setting, with at least five years in an executive position such as department head, assistant manager, city manager or administrator.
3. Proficiency in MS Office (Word, Excel, Outlook, and PowerPoint).
4. Proven capabilities in leadership, problem solving, strategic thinking, and knowledge of governmental operations.
5. Strong sense of honesty and integrity.
6. Good sense of humor.

DESIRED

QUALIFICATIONS:

1. Master's degree in public administration or business administration
2. International City/County Management Association Credentialed Manager Preferred
3. Strategic financial planning experience
4. Experience with community redevelopment

Essential Functions

The City Administrator works collaboratively with all department directors and functions within the City of Eagan to ensure effective administration of City services. The primary position responsibilities and areas of impact are:

- Direct, plan, and implement policies, objectives, and activities of the City to ensure effective and efficient operations, maximized return on investments, high productivity, and an overall positive image of the City.
- Analyze City operations and evaluate performance of the organization and staff in meeting objectives; determine areas of potential cost reduction, program improvement, or policy change; determine the needs of the City and recommend priorities.
- Confer with the Mayor and members of the City Council as needed to discuss issues and resolve problems, meet with citizens and citizen groups to exchange information, while also coordinating activities, projects, and programs that are proposed from members of the municipal staff.
- Coordinate the City's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Develop appropriate organization structure to meet community needs.
- Foster and demonstrate teamwork, collaboration, and open & transparent communications in all City Services, within the organization and throughout the community.
- Work in partnership with colleagues, especially with peers in Dakota County, including the Dakota County High Performance Partnership and the Dakota Communications Center. Also serve as an active member on the Board of the Local Government Information Systems.
- Make recommendations to the City Council regarding the hiring and dismissal of employees, and present collective bargaining proposals to the City Council.
- Be engaged in the community, provide community outreach, and serve as an "ambassador" of the community.

While these areas are the primary focus of the position, teamwork, collaboration and flexibility exemplify the Eagan culture and all employees will be called upon to perform a variety of duties as a part of their role with the City.

Leadership Capabilities

The desired new City Administrator will be a servant leader, with a deep sense of humility, high integrity, and commitment. He or she will be expected to continue the strong tradition of a team approach to problem solving and maintain the focus of a service driven organization.

The Administrator is expected to be the gatekeeper of the organization with the ability to manage relationships with the Council while tending to the coordination of staff. The Administrator will have a strong and confident demeanor without being egotistical, and an ability to build strong trusting relationships.



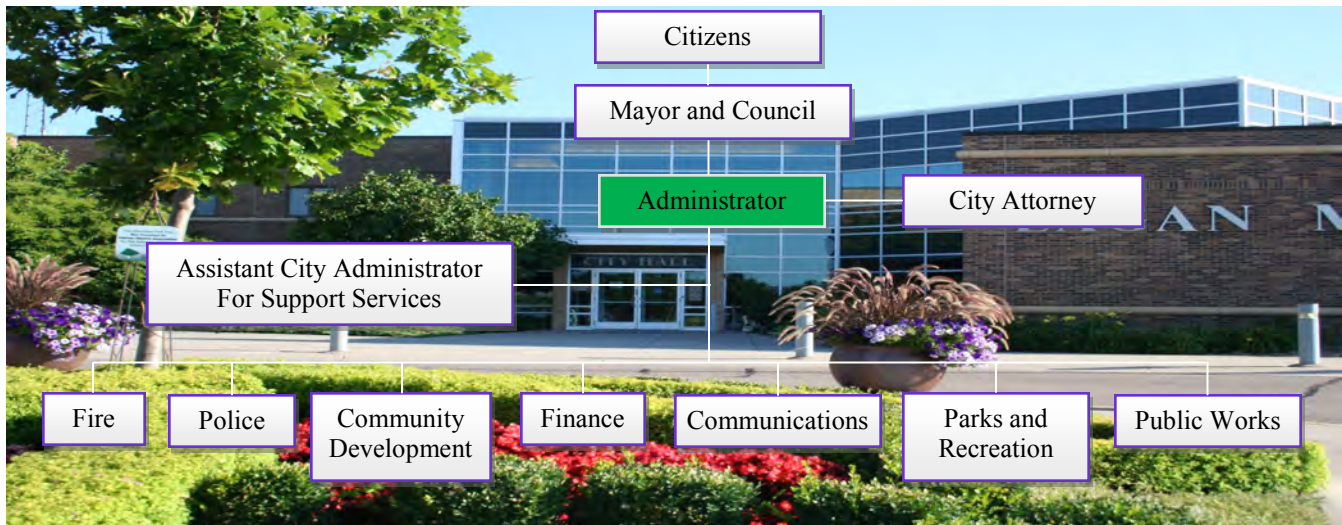
The leader sought will be forthright, yet diplomatic, understanding politics without being political, and have a desire to reach beyond City Hall.

The Administrator in Eagan is more than a technician providing excellent service. The Administrator is an extension of the Council and reflects the values of the organization. The successful Administrator will become part of the fabric of the community.



Organization

The City of Eagan exists to serve the needs and interests of its present and future citizens by providing quality public services, personal and property protection, a healthy environment, a stable tax base, attractive amenities, a sense of community and ethical representation. The City will endeavor to reflect community values in an effective, responsible, efficient and visionary manner.



Announcement

The City of Eagan, MN (Pop. 64,200) is seeking a proven leader to serve the community as their next City Administrator. The highly-regarded first Administrator of Eagan is retiring after 36 years of dedicated and thoughtful service to the community and organization.

Eagan, Minnesota's ninth largest city, is a vibrant community known for excellent neighborhoods, exceptional public facilities, abundant parklands, and outstanding municipal services. Eagan was recognized in 2006, 2008, 2010, and 2012 as one of America's best smaller cities to live in by *Money Magazine*.

The desired new City Administrator will be a servant leader, with a deep sense of humility, high integrity, and commitment. He or she will be expected to continue the strong tradition of a team approach to problem solving and maintain the focus of a service driven organization. Bachelor's degree in public administration, business administration, or related municipal administrative field. Minimum of ten years of progressively responsible experience in municipal government or comparable organizational setting, with at least five years in an executive position such as department head, assistant manager, city manager or administrator.

Position profile is available at www.brimgroup.com. Send letter of interest and electronic resume to EaganCA@brimgroup.com by 11/29/12. Please direct questions to Richard Fursman at richardfursman@gmail.com or (651) 338-2533. For additional information about Eagan please visit: www.cityofeagan.com

Timetable

November 29, 2012

Deadline for Applications

December 11, 2012

Present Candidates
Selection of finalists

January 17 and 18, 2013

Council Interviews Finalists

February/March, 2013

New Administrator Starts



Salary Range: \$133,032— \$154,000

Position Profile

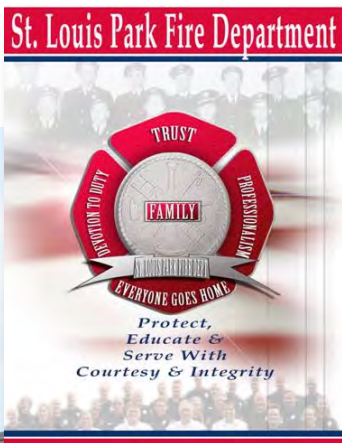
CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.



Experience LIFE in the Park

Fire Chief



The City of St. Louis Park is seeking a dynamic, multi-faceted leader to be its next Fire Chief. Chief Luke Stemmer has retired after serving the community for nearly 37 years including 12 years as Chief.

St. Louis Park is a vibrant and beautiful first ring suburb of Minneapolis comprised of 10.8 square miles. In a little more than 115 years, the community grew from a village of 45 families to a community of more than 45,000 residents. St. Louis Park has a sound economic base, a healthy mix of new and traditional housing, and a nationally renowned school district - where every school has been named a National School of Excellence.

Residential areas comprise the largest portion of the community. These residential areas are diverse in their social, religious, and ethnic heritage - giving every neighborhood a distinct appearance and feel.

The community is also home to retail stores, restaurants, medical facilities, family-owned businesses, corporations, and churches and synagogues.

St. Louis Park was recently named one of the nation's "100 Best Communities for Young People" for the sixth consecutive time by America's Promise Alliance. The city was honored because of the involvement and opportunities it offers to young people.

Residents enjoy a multitude of different social and recreational activities to participate in, along with diverse religious, economic, and education systems. The options are endless in the Park. Likewise, the City of St. Louis Park is a place to live for a lifetime.

Position Profile

PAGE 2 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

Fire Chief

THE COMMUNITY

An economically vibrant city with a population over 45,000 and growing, St. Louis Park is currently experiencing a renaissance. Well over a billion dollars has been invested in the city over the last decade with a similar amount expected in coming years. St. Louis Park is also home to trend-setting redevelopments such as the national award-winning Excelsior & Grand mixed use project and the new Shops at West End commercial project.

A City of Choice

St. Louis Park offers a wide variety of parks and recreation programming to people of all ages. This includes adult athletic leagues, youth programs, and seasonal activities. The St. Louis Park Rec Center features an outdoor aquatic park, two indoor ice arenas—used by both St. Louis Park and Benilde St. Margaret's boys and girls High School hockey teams—and meeting and banquet facilities. St. Louis Park is committed to promoting and integrating arts, culture and community aesthetics in all city initiatives. Through various partnerships, the city has promoted and celebrated the creation of public art throughout the community

City Services

The city is served through Administrative Services, Community Development, Engineering, Fire, Inspections, Information Resources, Operations and Recreation and Police.

Area Schools

St. Louis Park residents are proud of the academic achievements of its public schools as all have earned the National School of Excellence award.

St. Louis Park is one of the few suburbs where the city and school district share boundaries, further strengthening residents ties to the community. There are also nearly a dozen private and parochial school options within the city. Additionally, there are numerous colleges, universities and technical institutions in close proximity which provide employees of local businesses with opportunities for ongoing higher education and cooperative, customized and technical training.



CITY STRUCTURE

St. Louis Park voters elect the mayor and six (two at-large and four ward) City Council members to four-year terms. The Mayor and at-large Council members represent all residents; the ward council members are primarily responsible for representing their ward constituents. The City has a Council-Manager form of government. The Fire Chief is appointed by and reports directly to the City Manager.

Community Engagement

St. Louis Park is well-known as a community-first organization, championing community outreach and innovation. Many ideas and projects begin with citizen input and continue as collaborative efforts with the neighborhoods and the community at large. Several new redevelopment projects like those mentioned earlier, have resulted from community visioning efforts which are a mainstay of the city.



FIRE DEPARTMENT

St. Louis Park has a hybrid department blending full-time and paid on-call (POC) Firefighters. The department runs three 24-hour shifts 365 days a year through two, state-of-the-art fire stations opened in the spring of 2012. There are 25 full-time staff members including support staff, sworn personnel and 25 POC firefighters. The City has mutual aid agreements with Hopkins, Minnetonka, Golden Valley, Plymouth and Edina.

The Fire Department has a history of being closely tied to the community. The Department is a mainstay at community events, local schools, service organizations, the area Chamber and many other citizens groups with special or city-wide interests. The next Chief is expected to be fully engaged with the community as a trusted role model for this critical part of public safety.



Department Culture

The Fire Department is a well-trained, cohesive team. The firefighters are very proud of their department and care deeply about the community they serve. The full and POC Firefighters are striving to work well together and maintain their reputation as a model department.

The 3 shifts and the POC have distinct personalities; each are very proud of their teams and the contributions they make to the whole.

Each views their unit as 'the best' and would do anything for each other or anyone on the department. Department personnel want to continually improve the department and their readiness to meet the growing demands that are coming with new developments in the city.

The Firefighters have expressed their support for a visionary, dedicated leader who will advocate for a great department.

Position Profile

PAGE 3 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

Fire Chief

FIRE DEPARTMENT

The Fire Chief provides leadership and direction on all fire services functions for the community including fire prevention, suppression, emergency medical and emergency preparedness. The Chief is responsible for managing day-to-day functions of the department through command staff and for long-range planning and policy development. The Fire Chief is also an integral part of the City's management team lead by City Manager Tom Harmening.

The Fire Department responded to 4,433 calls for service in 2012 including 140 fires, 3,117 rescue/medical incidents and 1,176 other responses. The department is organized with a Chief and three assistants who operate three separate divisions. The divisions include Operations, Fire Prevention, and Training and Safety.

Fire Service Commission

The Fire Civil Service Commission consists of three members appointed by the Council. They meet as needed in accordance with regulations.

Essential Duties and Responsibilities

The Chief is responsible for management and direction of all areas of public safety for the department including assigning work, communications, employee support, evaluations, personnel policies, assistance with union contracts and staff development.

The Chief is part of the management team and works with the team and City Manager on projects and goals. The Chief also provides information on operations, organizes strategic planning for the department, promotes customer service, cooperates with departments and fosters community connections.

THE POSITION

The Chief is responsible for planning and drafting the budget while working with the City Manager. This includes the ongoing budget maintenance, review of contracts and staffing and equipment analysis.

Part Firefighter, Part Administrator

The Chief is responsible for fire prevention, suppression, medical emergencies and the City's emergency preparedness activities. The Chief is expected to be a leader at complicated fire events and an effective administrator for the department.

Background and Experience

- Successful candidates will have at least 10 years of firefighting experience with 5 or more years in a high level management position equivalent to the St. Louis Park Assistant Chief
- Bachelor's degree in a related field or equivalent combination of experience and education
- Knowledge of laws and regulations related to fire prevention, protection and suppression
- Familiar with how technology can advance operational readiness, efficiency, and effectiveness

Desired Qualifications

- Experience with both full-time, union and POC departments
- Master's degree in public administration or a related field; or a graduate of the Executive Fire Officer Program
- Experience with union arbitration, grievances, mediation and contracts
- Experience working with boards, councils and commissions
- Emergency Management Operations

MANAGEMENT CAPABILITIES

St. Louis Park is seeking a visionary, forward-looking, dynamic leader to be the next Fire Chief. The Chief is expected to have exceptional 'people' skills with the ability to listen, communicate, and guide members of their team. The new Chief will encourage an environment of collaboration, trust, and cooperation among the fire ranks and other departments while modeling the highest level of integrity and trust.

Specific Qualities/Capabilities:

- Be an assertive, visionary leader with a moving-forward focus
- Able to think, plan, and act strategically
- Be an excellent communicator verbally and in writing with a clear vision
- Have exceptional people skills
- Be a leader who will follow through on plans, objectives, and goals
- Able to motivate and develop others
- Able to use independent judgment in all areas of responsibility
- Able to establish and maintain an effective working relationship with the public

Position Priorities

Moving from "good to great"

- Become familiar with the complete operation of the Fire Department and garner the trust of the Firefighters, community and other departments
- Get to know all personnel and understand team strengths and desired areas for growth
- Review the current organizational structure and align for optimal performance
- Review the POC role and take steps to advance their readiness and further integration into the team
- Assess the organization and work with the fire team and city management to set the vision and strategic direction of the department
- Review the various standards of operations, personnel management and technology with the intention of increased uniformity and capacity
- Review the current state of Emergency Operations and update the plan, complete the EOC upgrade at the PD and advance emergency operations training
- Review upcoming capital equipment purchases with a holistic, regional strategy



Position Profile

PAGE 4 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

Fire Chief

ANNOUNCEMENT

The City of St. Louis Park is seeking a visionary, forwarding-looking, dynamic leader to be its next Fire Chief. The chief is expected to have exceptional “people” skills with the ability to listen, communicate and guide members of his or her team. The new chief will encourage an environment of collaboration, trust and cooperation among the fire ranks and other departments while modeling the highest levels of integrity and trust.

The fire chief reports directly to the city manager of the City of St. Louis Park, a vibrant and beautiful first-ring suburb of Minneapolis comprised of 10.8 square miles and a population of approximately 45,000 people.

Successful candidates will have at least 10 years of firefighting experience with five or more years in a high level management position equivalent to the St. Louis Park Assistant Chief. A Bachelor’s degree in a related field or equivalent experience and knowledge of laws and regulations related to fire prevention, protection and suppression and familiar with how technology can advance operational readiness, efficiency, and effectiveness. Desired Qualifications include experience with both full-time, union and POC departments, a Master’s degree in public administration or a related field; or a graduate of the Executive Fire Officer Program, experience with union arbitration, grievances, mediation and contracts and Experience working with boards, councils and commissions.

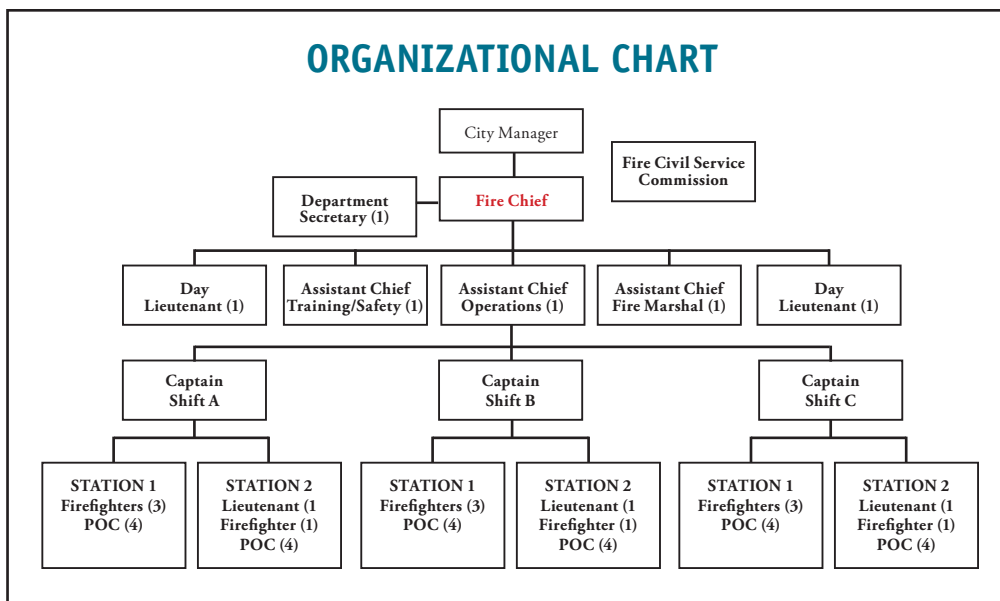
Position profile is available at www.brimgroup.com. Send letter of interest and electronic resume to stlouispark@brimgroup.com by July 12, 2013.

Please direct questions to Richard Fursman at richardfursman@gmail.com or (651) 338-2533.

SALARY RANGE

\$108,833 - \$122,156

ORGANIZATIONAL CHART



TIMETABLE

July 12, 2013

Deadline for Applications

July 25, 2013

Present Candidates to City Manager

August 2013

Final Interviews

September 2013

New Chief Starts

*More information is available on the City of St. Louis Park
Website at www.stlouispark.org*

