

THE CITY OF



AITKIN

MINNESOTA

Position: City Administrator

Location: City of Aitkin, Minnesota

Salary Range: \$81,619 to \$103,396

THE COMMUNITY

“Lakes” and “Aitkin” are close to synonymous. From the stoplight in town, ten minutes can take you to 365 lakes, as well as, the Mississippi and Ripple Rivers. Founded in 1870 when



the Northern Pacific Railroad was extended to the area, the City, as well as the County, was named for William Alexander Aitken, a partner of the American Fur Company. Historically a Mississippi riverboat town serving the logging and fur industries, Aitkin is now a full-service community anchored in the hospitality and service industries. Aitkin is the county seat of Aitkin County with 2,165 residents who live in 936 housing units. The small town atmosphere pervades the solid work force, yet Aitkin is only two hours from downtown Minneapolis and is served efficiently by highways US 169, MN 47 and MN 210.

EDUCATION

The mission of the Aitkin School District is “Empowering students to be life-long learners.” The District has two main buildings: Rippleside Elementary School which houses grades Pre-K through grade 6, and the Aitkin High School which houses grades 7 through 12.

Elementary education includes exposure to art and music. Also an elementary science specialist brings a unique opportunity for learning, and has the use of a school forest. The District’s



“NutriMan” garden brings farm-to-table fruits and vegetables directly to school lunch rooms.

Secondary students have the opportunity to participate in Post-Secondary Educational Options, and may earn over 40 college credits before they graduate from high school. In cooperation with Central Lakes College, students are able to access career development in Mass Communication/Graphic Design and in Restaurant Culinary Skills. An active Agriculture program is housed in the high school, as well as an Industrial Technology program that helps students build additional skill sets needed to be successful in a wide variety of trades. The high school is in the process of becoming one of the few schools in Minnesota to be Apple Certified with the innovative use of technology in its building. The District also provides educational options through the Alternative School and Community Education. With one-on-one independent study programs, students at the Alternative School are encouraged to complete secondary coursework and to explore careers through the work experience program. Community Education offers many options for all ages—including intergenerational offerings, Kids Klub, and a Children’s Center.

HEALTHCARE

Riverwood Healthcare Center is the primary provider of services in and around Aitkin. Serving the community for over 60 years, the Center includes a regional hospital, surgery, emergency and outpatient services. Expansions in the past 20 years have added a Healing Garden, the creation or expansion of three primary care clinics including a pharmacy and outpatient services, an Imaging Center, and an expansion for kidney care and dialysis. Health care services, particularly for seniors, are provided through the Aicota Health Care Center,

which offers services in skilled nursing, rehabilitation, assisted living, and hospice.



THE ECONOMY

The City of Aitkin is proud of its vibrant business community that includes large and small businesses. There are over 50 retail businesses in Aitkin with over 330 people employed by these businesses. Over 200 people are employed in education and nearly 1000 people are employed in health care and about 400 employees fill positions in the public service sector. Small businesses are alive and well in the City of Aitkin as almost 85% of the businesses employ under 10 employees.

The City of Aitkin has a 65 percent rate of home

ownership and people enjoy a very short commute to work each day.

The local economy is vibrant and there exists a strong commitment to continuously improving economic growth. The City partners with the Chamber of Commerce, Aitkin County, the Iron Range Resources and Rehabilitation Board and the State of Minnesota on economic development efforts. Tourism is a major contributor to the vibrancy of the local economy as the area is blessed with abundant natural resources.

RECREATION

Surrounded by forest, lakes and rivers, recreation abounds in and around Aitkin. Boating of all types – from canoes to small yachts – makes use of the water, which is also home to trophy fish of many varieties. Lake Mille Lacs, the second largest lake in Minnesota (after Lake Superior) is a stones throw away. Walking trails, ski trails, and bike paths crisscross the area. Led by the Aitkin Trails Association, a bike trail is being enhanced to connect the Cuyuna Trail and the Grand Rapids Trail. ATV and snowmobiling trails are maintained and there are three 18-hole golf courses are also in the vicinity.

Throughout the City, park facilities offer a variety of recreational uses for neighborhoods including playground equipment, skating facilities, picnic

areas, and natural areas. Aitkin City Park, a 13.3 acre park located along the banks of the Ripple River in the center of town, is the City's jewel. It hosts a variety of activities and facilities including a pavilion, little league fields, a skateboard park, a frisbee golf course, playground equipment, a hockey rink, and walking paths.

The community enjoys playing together! Throughout the year, events fun and foolish entertain residents and visitors. June brings the Aitkin Fly-In, Drive-In breakfast and air and car show at the airport. In July, the Aitkin County Fair is closing in on 130 years of celebrating the products and people of Aitkin County. In August, Riverboat Heritage Days float through town followed by the "World Famous Fish House Parade" the Friday after Thanksgiving.

PUBLIC SERVICES

The City has 20 employees providing services under the direction of the Mayor and City Council. City Hall staff handle administration and other core services.

The Aitkin Fire Department is a volunteer department that serves the City of Aitkin and several surrounding townships.

The City operates a Municipal Liquor Store that was recently renovated. In 2018, Liquor Store revenues provided \$75,000 to the City's General Fund.

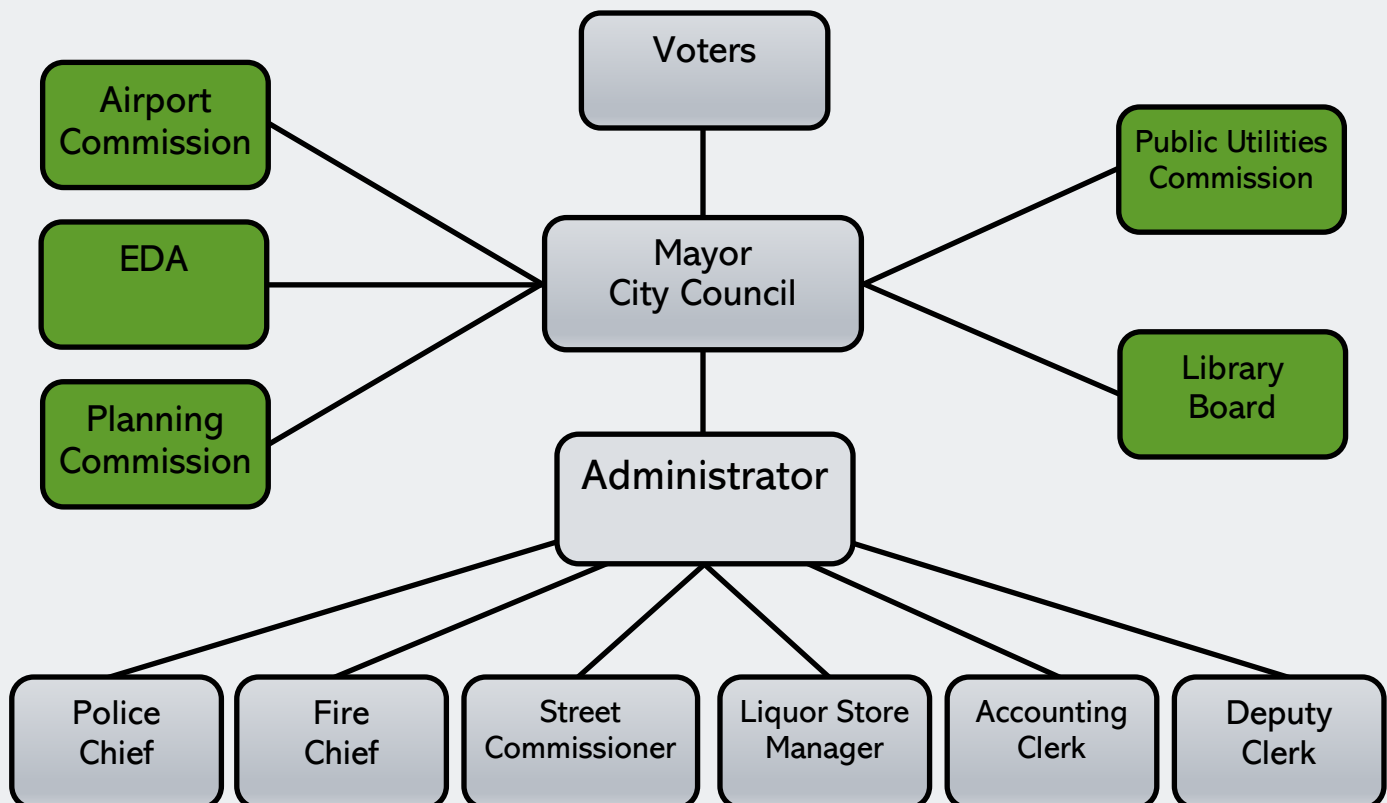
The Aitkin Public Library is one of 14 branches of the East Central Regional Library and offers many library services including instruction in computer literacy and reading times for children.

Northeast of the City, the Aitkin Municipal Airport provides air access for the City and County. It is owned and managed cooperatively by the City of Aitkin and Aitkin County.

The Aitkin Police Department serves a City known for its low crime rate. The Chief, two assistant chiefs, and three officers staff this critical community resource.



THE ORGANIZATION



BUDGET

Revenues	2019 Adopted Budget	2020 Adopted Budget
Property Taxes	1,088,671	1,194,374
Tax Increments	66,000	29,996
All Other Taxes	96,500	69,000
Special Assessments	6,323	6,342
Licenses and Permits	87,800	71,400
State General Purpose Aid	762,390	798,553
State Categorical Aid	85,244	96,000
Grants from County/Local Governments	14,107	406,967
Charges for Services	222,973	221,909
Fines and Forfeits	9,200	5,200
Interest on Investments	26,700	40,500
Miscellaneous Revenues	149,000	396,600
Total Revenues	2,614,908	3,336,841
Transfers from Other Funds	487,929	48,508
Total Revenues and Other Financing Sources	3,102,837	3,825,349
Expenditures	2019 Adopted Budget	2020 Adopted Budget
General Government	486,959	482,019
Public Safety	1,093,741	1,145,721
Streets and Highways	579,144	514,825
Culture and Recreation	191,532	880,923
Economic Development	54,000	76,996
Miscellaneous Current Expenditures	229,515	235,431
Total Current Expenditures	2,634,891	3,335,915
Debt Service - Principal	521,364	522,691
Interest and Fiscal Charges	68,748	67,425
Street and Highways Construction	280,000	432,752
Total Expenditures and Other Financing Uses	3,505,003	4,358,783

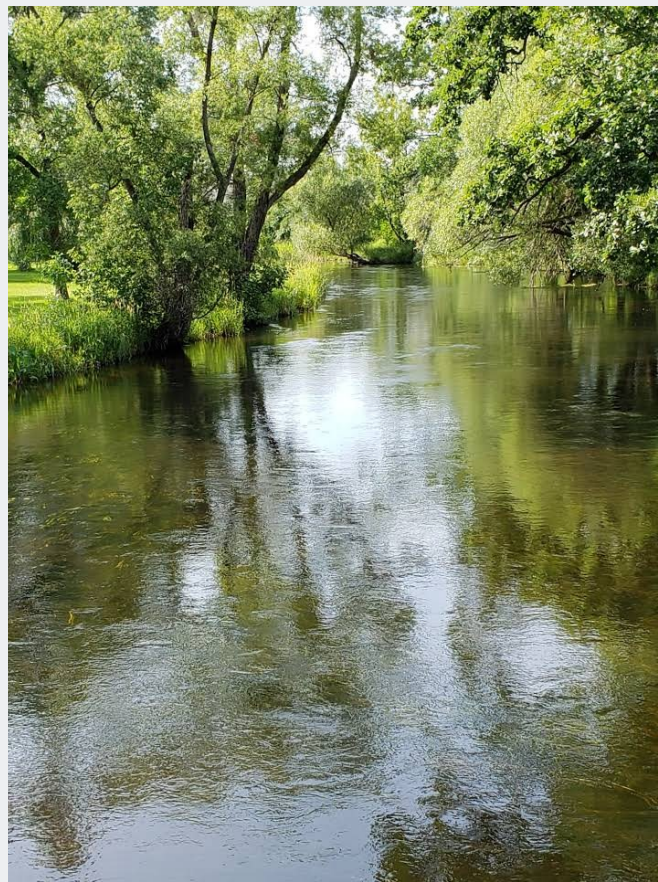
ESSENTIAL FUNCTIONS OF THE POSITION

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



PREFERRED CANDIDATE ATTRIBUTES

- Have a strong work ethic.
- Be a team player and an effective team leader.
- Have the ability to write grants that can supplement City funds for important Council priorities.
- Understand the importance of long-term capital planning and be able to help the Council establish capital investment priorities.
- Be approachable and available to the Council, staff and community members.
- Be willing to roll up their sleeves and help out where necessary.
- Be strategic in approaching the position and have the ability to help the Council set strategic goals and objectives.
- Be able to help the Council develop this relatively new Administrator position and establish the Administrator role in the organization.
- Understand and embrace the importance of being active in the community.
- Possess a positive attitude that is evident in all interactions.
- Understand the importance of relationships with government and non-government community partners. Have the ability to further develop and enhance these relationships.
- Have excellent written and oral communication skills.
- Be an effective organizational planner who can help devise strategies for addressing important upcoming retirements of key staff people.
- Possess an economic development focus that will help the City enhance local and regional partnerships for enhancing economic growth.
- Be open minded.
- Be passionate about the City of Aitkin.



POSITION ANNOUNCEMENT

Position: City Administrator

Location: City of Aitkin, Minnesota

Salary Range: \$81,619 to \$103,396

Position Summary:

Performs complex professional work planning and directing the administration of City functions as delegated by the City Council to ensure efficient and effective

implementation of municipal services, administering the policies of the City Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

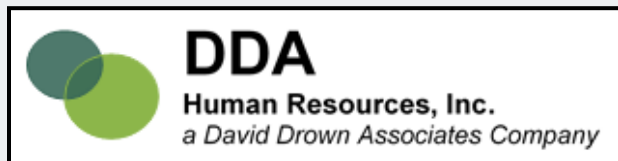
Minimum Qualifications:

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

Apply:

Visit <https://www.ddahumanresources.com/active-searches>, and complete the application process by April 20, 2020. Finalists will be selected by the Council on May 18, 2020, and final interviews are scheduled for June 4, 2020.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612.920.3320 x109.



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