

**City of Winthrop**  
**CITY ADMINISTRATOR/EDA DIRECTOR RECRUITMENT**  
**Request for Proposal**

*06-07-2021*

**PROJECT OVERVIEW**

The City of Winthrop is seeking proposals from qualified executive search firms for the recruitment and selection of a new City Administrator/EDA Director. The Mayor and City Council will lead recruitment and hiring process, along with the support of Interim City Administrator/City Staff. The goal is to have the New City Administrator hired by December 1<sup>st</sup>, 2021, or as quickly and efficiently as possible.

RFP ISSUED: 06-08-21

PROPOSALS DUE: 06-25-2021

SELECTION AND APPROVAL OF FIRM: 07-06-2021

**ABOUT THE CITY**

The City of Winthrop is a home rule charter city and operates under a weak Mayor/council form of government with a full time City Administrator. The Mayor is elected to a two year term and the five Council members are elected to four year terms.

The City has the following commission boards: Planning Commission, Charter Commission, Economic Development Authority.

The City of Winthrop, is located in Sibley County, currently has a population of 1,400. The City Council is responsible for appointing a City Administrator/EDA Director, who serves as the chief administrative officer and is the liaison between City Council and staff. The City has 11 full time employees who staff three departments: Administration, Police and Public Works/Utilities. Each department head reports directly to the City Administrator. The 2021 General Fund budget is \$1,592,645 million and the city's bond rating is "A+".

**SCOPE OF SERVICES**

- I. Job Description
  - a. Assist the City Council, department heads, and other key stakeholders in the development of a job description (using the enclosed form), position requirements, and promotional brochures for the position.
  - b. Assist the City Council in the development of job descriptions for administrations support staff: City Clerk and Utility Billing Clerk.
  - c. Assist City Council with assigning salary ranges for the above positions.
  
- II. Recruitment Process

- a. Meet with the Mayor, City Council, department heads, and other key stakeholders to determine the characteristics and traits desired for a new city administrator.
  - b. Develop supplemental questions, and other information related to candidate selection.
  - c. Identify and recruit strong candidates.
  - d. Develop a process for determining how candidates move through each round of recruitment, and communicate with candidates throughout the entire process.
  - e. Identify and administer a public engagement process for finalists.
  - f. Provide administrative support for scheduling meetings and interviews, preparing interview questions and materials, etc.
  - g. Notify press of finalists pursuant to state statutes.
- III. Employment Offer
- a. Develop and negotiate a competitive employment offer, including salary and benefits (with assistance from city staff).
  - b. Arrange for a leadership-management style assessment.
  - c. Conduct a thorough background investigation and assist the city staff in its own investigation of candidate's background (which it may elect to do).
  - d. Serve as a liaison for negotiations between the final candidate and City Council.
  - e. Draft material such as the employment agreement, with the assistance of the City Attorney, for City Council formal approval.

## DELIVERABLES

All proposals should include the following information:

- Letter of submission with name, address, telephone number, and email address of the person authorized to legally represent the firm.
- Background on firm and outline of experience in public sector executive recruitment, including the names and contacts of other cities for which the firm has previously worked for reference purposes.
- A narrative that presents the services the firm would provide detailing the approach and deliverables.
- Identification of a project lead and key personnel assigned to the project with resumes outlining related experience.
- Total project cost with a breakdown detailing project tasks, associate hours and individual costs, recognizing the city may wish to add or delete services, including but not limited to, the service of background investigation of any or all of the candidates.
- The total project cost for services shall be a 'not to exceed' cost for services.
- A comprehensive project timetable generally conforming to Exhibit A.

## BUDGET

Proposed budget should provide the highest level of service at a reasonable cost. The budget should clearly identify city staff support assumptions.

## PROPOSAL SUBMISSION

Submit one (1) electronic copy to:

Jenny Palmer  
City Administrator/EDA Director  
[administrator@winthropminnesota.com](mailto:administrator@winthropminnesota.com)

Proposals are due by 12 pm noon on June 25<sup>th</sup>, 2021

Proposals received after the time and date for receipt may not be considered.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The City will not be responsible for expenses incurred in preparing and submitting the proposal.

It is the intent of the City to award a contract to the proposer that serves the best interests of the City. The City is not obligated to award the contract to the lowest responsible proposer. The City shall have the right to request additional information or clarification from proposers, to allow corrections of errors or omissions, to waive and defects or technicalities in any proposal or proposals received; to accept the proposal or proposals which, in its judgement, is in its own best interest; to reject any and all proposals; and to re-advise for new proposals where the acceptance, rejection, waiving, or re-advicing is determined by the City to be in its own best interest. No proposal may be withdrawn after the proposal due date for a period of 120 days.

## NEGOTIATIONS AND EXECUTION OF CONTRACT

The City reserves the right to negotiate all terms and conditions of the employment contract. In the event the City and the candidate are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, reject the candidate and/or consultant's proposal, and proceed to negotiate with the next selected candidate.

## DATA PRACTICES

It shall be understood that all proposals, responses, inquiries, or correspondence relating to or in reference to this request for proposals, and all reports, charts and proposal or referencing information submitted, shall become the property of the City, and will not be returned. The City is subject to the Minnesota Government Data Practices Act, Minnesota Chapter 12, and all information submitted is public unless classified by statute, or temporary classification or federal law as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

## ENCLOSURE "A"—CITY ADMINISTRATOR/EDA DIRECTOR JOB DESCRIPTION

### **CITY ADMINISTRATOR/EDA DIRECTOR**

Revised 11-15-17

Title: City Administrator/EDA Director

Immediate Supervisor: City Council (with advisory input from EDA)

#### **Purpose**

Performs top-level administrative and supervisory work to coordinate municipal operations, manage finances and investments, oversee payables and receivables and payroll processing, and administer municipal elections. Performs advanced, highly involved professional work in planning, community and economic development, implementation and conclusion of redevelopment projects. Responsible for the administration, maintenance, and development of the City's economic development programs and projects.

#### **Organizational Relationships**

Reports to: City Council

Communicates with: Staff, other City employees, emergency services, City Council, Planning Commission and WEDA.

#### **Essential Functions**

##### **Overview**

1. Coordinates overall city government operations, in such areas as budget, personnel, equipment, and facilities to ensure efficient use of resources and appropriate service is provided to citizens.
2. Establishes with City Council overall work programs, goals and objectives.

Human Resources related

3. Ensures each department's work, budget, and other priorities are being met through one-on-one meetings with appropriate staff.
4. Supervises all office staff which includes the following functions: interviews jointly with the City Council, recommends hiring and dismissal, assign and reviews work, rewards and disciplines, determines staffing needs, etc.
5. Supervises all personnel policies and actions; acts as personnel officer for the City; advises staff on discipline and employee relations.

6. Supervises maintenance of personnel files and recommends personnel benefit changes to the Council as appropriate.

### **City Council related**

7. Prepares meeting agendas with supporting documents and attends, participates in, and takes minutes of all Council meetings.
8. Ensures posting and notification process is followed as required by statute and City Code.
9. Attests the Mayor's signature and official documents whenever required; maintains responsibility for City seal.

### **Finance related**

10. Supervises the preparation and administration of the annual budget and submits to the City Council; obtains input from staff on capital and staffing needs.
11. Identifies and advises the Mayor and City Council of money available, and current interest rates, for investment in accordance with state and city guidelines; and ensures that related records are maintained.
12. Supervises maintenance of accounting records; advises on the moving of funds from one account to another and ensures all accounts are balanced.
13. Oversees preparation of financial reports for the City Council.
14. Assists auditors with annual audit.
15. Approves purchase orders along with staff; refers purchases over maximum limit to City Council for approval.

### **Policy related**

16. Interprets and enforces ordinances and policies relating to the administration of municipal operations.
17. Carries out Council policy and directives.
18. Monitors municipal operations to ensure compliance with applicable laws, regulations, rules, policy, and ordinances.

### **Administration related**

19. Works with staff in reviewing and analyzing products and services for ultimate recommendation to Council.

20. Has supervisory responsibility for accurate and timely payroll processing and record keeping.
21. Coordinates and supervises the work of administrative consultants and other contractors.
22. Acts as the city's representative to the public on a daily basis regarding municipal operations and represent the City as liaison to local, regional, and state units of government on matters affecting the City.
23. Monitors potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
24. Supervises preparation of a variety of federal, state, and county reports.
25. Provides certified copies of proceedings and records of the City upon request and administers oaths of office.
26. Receives requests, complaints, and information from the public and transmits to staff and/or council or handles.
27. Oversees assessments and coordinates homeowner notification and Council approval process.

#### **Planning and Zoning related**

28. Reviews applications, issues zoning permits, and advises Planning Commission on zoning matters.
29. Attends Planning Commission meetings and prepares minutes.

#### **EDA related**

30. Manage and administer business expansion, retention, and recruitment programs.
31. Maintain familiarity with public finance programs including tax increment financing, revenue bonds, local and regional revolving loan funds, and block grants.
32. Research, prepare and administer federal, state, and regional grant applications and programs and report to city officials regarding how these programs can impact the City.
33. Provide technical assistance including, but not limited to, business financing, credit analysis, evaluation of eligibility for public and non-profit loan and financial assistance programs and coordinate with other economic development providers such as the Small Business Development Center, DTED, SEMIF, and Minnesota Technology, Inc.
34. Develop, update, and maintain demographic information for the City and surrounding areas.

35. Administers and maintains the City website and Facebook page. Also, provides technical support to local businesses regarding web presence on the City website.

### **Other Duties and Responsibilities**

1. Performs all other related duties as assigned.
2. Responsible for maintaining the City website, facebook page and other social media sites.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of laws, rules, and regulations applicable to City government.
2. Knowledge of budgeting, accounting and government financing.
3. Knowledge of government processes, services, economic development, planning and zoning.
4. Knowledge of public sector management principles and practices.
5. Ability to prepare, administer and communicate budgets.
6. Ability to communicate effectively and establish effective working relationships with staff, City's elected officials, other public officials and the public.
7. Ability to supervise and motivate staff.
8. Ability to solve problems and make decisions using appropriate processes and tools.
9. Ability to research and prepare accurate and thorough reports and to maintain records.
10. Ability to perform mathematical calculations, to analyze data, and to prepare reports.
11. Ability to prioritize city needs, coordinate several departments' operations and services, and effectively and efficiently manage resources.
12. Ability to keep up-to-date on various state, local and federal developments that affect the City and surrounding area.
13. Ability to evaluate existing computer technology and select/assimilate hardware/software that are suitable for City's needs.
14. Must have computer related skills and knowledge related to municipal operations.
15. Knowledge of the principles, practices, and techniques of public management and planning.
16. Knowledge of public and private funding sources for grants and loans.

17. Ability to exercise resourcefulness in solving economic development problems.
18. Ability to assemble, organize, interpret, and present oral or written form statistical, financial and factual information derived from a variety of original and secondary sources.
19. Ability to work independently or as part of a team, possessing excellent planning and organizational skills.
20. Ability to investigate and quickly assess economic development opportunities and make sound judgments and recommendations.
21. Ability to start and follow through with projects in a quality fashion without constant supervision.

### **Minimum Qualifications**

Bachelor's Degree in Public Administration, Business Administration or a closely related field. Valid Class "D" Driver's License. Three (3) years previous advanced administrative and management experience.

### **Desirable Qualifications**

Previous experience in an administrative management leadership position. Previous experience in municipal government. Previous supervisory experience.