Granite Falls, Minnesota
CITY MANAGER
Granite Falls Community

“Granite Falls is seeking a Consensus Building, Community-minded Leader to be their next City Manager.”

Nestled along the banks of the Minnesota River, just past the Chippewa County boarder, is the quaint town of Granite Falls. Granite Falls is the Yellow Medicine County seat and is located in both Yellow Medicine and Chippewa Counties. The City is located at the intersection of Highway 212 connecting Minneapolis with South Dakota and Highway 23 connecting Duluth and Sioux Falls. Granite Falls is a 2-hour drive, due west of Minneapolis.

Granite Falls citizens enjoy a lifestyle that includes a commute to work that takes ten minutes or less, where youngsters can walk to school, where neighbors know each other. The community is three miles long and a mile wide. An historic and vibrant downtown is situated in the center of town along the beautiful Minnesota River. When visiting downtown, you can walk across the suspension pedestrian bridge to Rice Park on the east side. When you look up stream the scenic Granite Falls Dam is about 100 yards north.

In community parks such as Memorial, Lende Plaza, and Sorlien, visitors and residents alike experience the peaceful lifestyle of this prairie river community.

Education:

Education is also an important staple of the Granite Falls community and is apparent in the quality education provided at the Yellow Medicine East Schools and the Minnesota West Technical College both here in town. With an enrollment of 437 students, Yellow Medicine East offers outstanding academics and unique school activities such as Robotics Club, Lego League, and Science Club to go along with football, volleyball, baseball, and basketball. On top of that, the Minnesota West Technical College campus offers technical education for today’s modern economy. Providing associate degrees in fluid power technology, machine tool, welding, and computer technology graduates are prepared to make a difference in both this community and throughout the world.
Community Life

Today’s Granite Falls lifestyle includes many cultural opportunities including the Prairie Arts Chorale, theatre, poetry, dance and orchestra. The Western Fest Stampede PRCA Rodeo and other summer activities represent western culture annually, and the Yellow Medicine County Museum at the intersection of 23 & 67 features exhibits from Granite Falls’ past, including displays of history, geology, archaeology, and Native American artifacts. With the Minnesota River in town, recreation abounds with opportunities for fishing, paddling, and birding. Or just seek out back road and historic places for a little low-key fun. Enjoy the Granite Falls golf course, baseball at Richter Field, and lots of enjoyable activities at the Kilowatt Community Center. Three miles south of Granite Falls, you’ll find Prairie’s Edge Casino Resort, proudly owned and operated by the Upper Sioux Community. Prairie’s Edge features luxurious hotel rooms and suites, exhilarating gaming action, exceptional cuisine, and a spacious convention center. The Upper Sioux State Park is also nearby offering a variety of outdoor activities.

South of Prairie’s Edge, lies western Minnesota’s most recent treasure: the Fagen Fighter’s WWII Museum. The Museum is located at the Lenzen-Roe Memorial Field Municipally owned airport. More history can be found at the Andrew J. Volstead House, listed on the national Register of Historic Places. Take a walk across the Historic Walking Bridge that spans the Minnesota River in downtown Granite Falls, then top off your visit with a salty snack at Granite Falls Kiwanis Popcorn Stand.

Along with multiple cultural and recreational opportunities, Granite Falls also offers unparalleled amenities for a rural community. As a Level IV trauma and Comprehensive Advance Life Support (CALS) designated hospital, Granite Falls Municipal Hospital and Manor offers superior local inpatient, outpatient, emergency care, ambulance and specialty service such as surgery, radiology, mammography, obstetrics, home health, nursing home, congregate housing and hospice care. To ensure the health lifestyle many of our citizen’s desire, the Kilowatt Community Center offers a state of the art fitness and weight room, four therapeutic pools, organized fitness activities/classes, as well as free health checks.
Organization Culture
Granite Falls employees are a close-knit family of sorts. They are quick to help one another out and provide support whenever needed. The department directors are seasoned professionals who know their jobs and provide excellent service without needing a lot of direction. The City Hall atmosphere is one that is friendly, customer focused, and enjoyable to be around. The team enjoys a relaxed and friendly work place that provides excellent service to the residents.

The City Council and Mayor have a collegial and professional relationship with each other. They come to meetings well-prepared and ready to discuss and debate the topics of the day. The Mayor invites great discussions where disagreements are shared respectfully and items are vetted thoroughly. Council members can disagree on items, but support the outcome to better the City. The elected officials view the employees as great assets and respect their opinions and recommendations.

The council has great respect for the Manager’s office and does not try to interfere with the role of supervising and guiding the staff. City Manager Bill Lavin has served the community for over 30 years. He is greatly respected and admired, setting a high standard for the future Manager to follow.

Flooding, Tornadoes and Community: Perhaps nothing can illustrate better the team and community of Granite Falls better than the courage and effort shown during and following traumatic natural disasters. On July 25, 2000, the city of Granite Falls and Yellow Medicine County were hit by a powerful tornado. After tearing through the residential sections of town, the tornado lifted at approximately 6:25PM after being on the ground for over nine miles. One person was killed, more than a dozen were injured, and the town and surrounding area suffered millions of dollars in property damage. This came on the heals of record flooding in 1997.

After each disaster, the staff and community pulled together to rebuild what was destroyed, replant what was uprooted, and restore and improve flood-mitigation. The events have left Granite Falls even better than before both structurally, and as a team.
The City operates a Council-Manager form of government as a home-rule Charter City. The City Council is composed of the Mayor and six Council Members.

Currently the City employs approximately 35 full-time equivalent employees including police officers and 10 part-time personnel. There are three bargaining units in the City. The current contracts are set through December of 2016.

Granite Falls is a full-service community providing electric power, police, fire, water, waste-water, liquor sales and motor vehicle licensing. The City also owns the community center and library.

The City owns and operates the Lenzen-Roe Memorial Field Municipally owned airport covering 152 acres with a 4,350 foot runway. The City also owns and operates a local bus service for area residents.

Budget:
The 2016 Operating Budget is approximately $9.1 Million which include all funds. The budget with capital expenditures is approaching $471,000.

Current Projects and Position Priorities

- Take time to get to know and assess staff and the operation at City Hall
- Begin work on all union contracts due at the end of the year
- Get to know the community and become connected with the businesses, residents, and civic organizations
- Get up to speed on street and utility projects scattered about the City
- Become familiar with the Hydro-Electric Turbine replacement
- Waste-water treatment upgrades
- I&I mitigation
- Develop standards for personnel reviews
- Plans for upgrading parks
- Economic Development Study (housing)
- Relocation of Pioneer TV to Granite Falls
City Manager Position

The Manager is directed by the City Council, and serves as the chief administrator/operating officer for the City. They have authority to administrate the day-to-day operations of the City government and coordinates and assists all municipal departments, delegating authority to the department heads as the situation requires. The position is responsible for the directing, planning, organizing, coordinating, and evaluating the performance of the electric utility operations. The position is also responsible for the supervision of a number of highly technical and skilled personnel as well as the financial and business aspects of the operation.

Essential Functions of the Position

- Responsible for the administrative coordination and supervision of city departments
- Makes all hiring and management decisions
- Formulate and recommend employment and personnel policies, compensation and benefits, and job descriptions
- Represent the City in all negotiations and relations with employees, contractors, consultants, other governmental units and civic organizations
- Work cooperatively and advise all administrative agencies, boards and commissions, and serve as the council liaison and representatives to city boards and commissions
- Coordinate and assist city boards and commissions and all city departments in the preparation, administration and operation of the annual budget
- Make recommendations to the council and participate in projects to support and promote economic growth and development
- Coordinate the activities of the Utility Departments including electric, water, and wastewater services
- Report directly to the City Council for all electric utility activities and budgets
- Supervise the performance of all contract work done for the City and the purchase of materials and equipment
- Supervise the construction, capital improvements, maintenance and management of all city property

Professional Leadership Characteristics

The ideal candidate for Manager will be a thoughtful, calm and collaborative leader. The person sought will be personable, progressive, and an excellent communicator. The next Manager should be prepared to be involved in the community, and seek to bring people together to foster a coordinated team.

- Be a person of the highest integrity; able to build a trusting relationship with the Council, staff, and community.
- Be a strong leader and supportive of Staff while providing clear directions and keeping high expectations
- Be visible and engaged with staff, council, and the community; showing a vested interest in all
- Be approachable and a good listener
- Be comfortable with leading ‘up and down’ the organization, forging a strong leadership with the council through the process of educating, informing, and working with them as a team
- Be personable, possessing excellent communication skills with the ability to facilitate discussions.
- Be willing to face conflict and address problems in a timely manner.
- Be able and confident to make recommendations that are clear and concise.
- Possess leadership skills that will help continue the united team, yet take the lead and make difficult decisions when needed.
- Be innovative and able to generate plans and then follow-through until completion.
- Be trusting and trust-worthy
Position Qualifications

Candidates for the City Manager should possess an advanced degree in public administration or a related field and have a minimum of five years of experience in a responsible municipal management position. The Manager should also possess strong leadership and management skills with a history of community engagement.

Areas of Strong Emphasis Include:

- Experience in budget preparation and presentation
- Budget policy and structure tied to strategic planning
- Experience building strong relationships with the Mayor and Council
- Working knowledge with Public financing techniques (TIF, bonds, grants, etc.)
- Experience with planning and zoning
- Management functions such as performance evaluation, staff development, and team building
- Infrastructure repair/replacement
- Experience with supervising utilities
- History of working well with neighboring communities and other units of government
- Involvement in professional and community organizations

City of Granite Falls, Minnesota
City Manager
Job Posting
Salary Range: $70,000—$90,000

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Candidates for the City Manager should possess an advanced degree in public administration or a related field and have 3 to 5 years of experience in a responsible municipal management position. The Manager should also possess strong leadership and management skills with a history of community engagement. Experience with a Municipal Electric is desired.

Position profile is available at www.brimgroup.com and www.hue.life. Email resume, cover letter and 5 references to GraniteFalls@hue.life by 05/14/16. Please direct questions to Richard Fursman at richardfursman@gmail.com or (651) 338-2533. For additional information about Granite Falls, please visit: www.granitefalls.com/

Out of Town Candidates: The City will reimburse usual and customary travel related expenses for out of town candidates coming to Granite Falls for interviews. Candidates will also be provided lodging if needed/wanted.

Time Table

May 14
Deadline for Applications

June 1
Present Candidates
Selection of finalists

June 17/18
Council Interviews
Finalists

August 1, 2016
New Manager Starts