

The Corporate Seal of the City of Duluth is a circular emblem. It features an eagle with spread wings perched atop a shield. The shield is divided into four quadrants: the top-left shows a ship on water, the top-right shows a star, the bottom-left shows a star, and the bottom-right shows a tree. The shield is surrounded by a wreath of leaves. The outer ring of the seal contains the text "CORPORATE SEAL OF THE CITY OF DULUTH" at the top and "1887" at the bottom, flanked by two small hearts.

CITY ADMINISTRATOR

Salary Range: \$170,000-\$215,000
Final Application Date: November 24, 2024





The Position

The City Administrator is responsible for providing executive leadership, direction and supervision for all general administrative affairs of City government. The work involves planning, organizing, directing, and coordinating the general operation of all executive departments in the municipal organization of the City of Duluth, and reports directly to the Mayor. Responsibilities include oversight and supervision of all City departments including Police, Fire, Finance, Public Works, Planning and Economic Development, Parks/Libraries/Facilities, Administration (which encompasses Human Resources, IT, and City Clerk), Workforce Development and the City's energy and sustainability office. This employee also provides general and specific staff assistance to the Mayor in legislative, policy, fiscal, and other technical matters, represents the Mayor and the City as delegated, is the primary administrative liaison with the City Council, and serves as the City's chief negotiator with the City's seven organized bargaining units. Work is reviewed through conferences, reports, and the evaluation of the soundness and success of recommendations and administrative actions.

The ideal candidate must be capable of reasonable judgement and possess sound reasoning skills due to the independent nature of a considerable amount of work involved. Must be able to appreciate and embrace, where appropriate, alternative approaches to problem solving. Must be able and willing to challenge established processes and assumptions. Must possess superior interpersonal skills to deal with a diverse audience and controversial issues.

The Community

The city of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,697 and is the fourth largest city in Minnesota. After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

Adjacent to Minnesota's Iron Range, Duluth is a mix of industrial past and mixed industry future. We sit at the corner of Lake Superior and along the St Louis River, with 42 creeks, more than 100 parks and an earnest, hard-working ethic. We're proud to be who we are and where we are. We are a community that takes good care of each other, and our neighbors.

Listed by Washington Post as one of the best 10 great cities in the U.S. for outdoor adventures, Duluth has 9,168 acres of city parkland and over 300 miles of trails – all within city limits. Visitors and residents alike have world-class hiking, biking, birding, leaf peeping and cross-country skiing right outside their doors – with something for every level of physical ability.

Duluth, Minnesota also has a vibrant arts culture and is home to art museums, an opera company, symphony, week-long music festival, a growing film industry, and historic theatre with year-round theater production. Our growing food, craft beer, cider and distillery industry provide a truly world-class experience.

Our private college, community college and state university are assets for continued community growth and economic expansion, and include nationally ranked and national championship sports teams that Duluth loves to rally around.

Duluth, Minnesota, is an exciting and dynamic place to visit, work and play - and an even better city to call home.

Compensation & Benefits

The appointed City Administrator shall be paid a salary of \$170,000-\$215,000. The City of Duluth offers an excellent benefits program that includes, but is not limited to:

Work Schedule

While normal business hours are 8:00 a.m. to 5:00 p.m., this critical leadership position will require periodic after hour time commitments.

Holidays – 12 fixed per year.

Vacation – Minimum of 23 days per year.

Relocation assistance may be available for selected candidates.

Retirement

Minnesota Public Employees Retirement Association (PERA).

Deferred Compensation

A deferred compensation plan is available at the employee's option.

Health Benefits

The City pays a significant portion of the premium for medical/hospitalization, dental and prescription coverage for employees and dependents. Section 125 (Flexible Spending Account) – employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$50,000

Minimum Qualifications

ICMA credentialed city manager or meet the qualifications to be an ICMA credentialed city manager, OR (ii) shall have had, during the ten years immediately preceding appointment, at least five years of successful experience in business or public administration, such as would qualify a person for the performance of the duties set forth in the City Charter.

Application & Selection Process

To be considered, please submit an online application through the City's website by November 24, 2024. Include a resume, cover letter, and proof of education. To view the online job posting [click here](#).

A limited number of the best-qualified candidates, based on the information provided on the application and attachments, will be invited to participate in the selection process. Selection for this position may include a presentation and a panel interview format to establish top candidacy for the final selection.

Please visit www.duluthmn.gov/human-resources for additional duties and requirements.

THE CITY OF DULUTH IS AN EQUAL OPPORTUNITY EMPLOYER.

www.duluthmn.gov

