

City of Shorewood, Minnesota City Administrator

Nestled on the southern shore of Lake Minnetonka, the city of Shorewood, Minnesota is a predominantly residential community known for its rolling hills and picturesque lakes and creeks. Its 2021 estimated population is 7,827. The city covers a land area of 5.31 square miles, which includes several islands, the largest of which are —Enchanted, Shady and Spray. The city of Shorewood is conveniently located in the southwest Minneapolis-St. Paul metropolitan area. Its convenient location and easy access to a comprehensive system of highways, connect the city to Minneapolis, St. Paul and the MSP International airport.

Shorewood was first Incorporated as a village in 1956 and later became a city in 1974, operating under the Council Administrator, Plan A form of government. The City Council consists of the Mayor and four council members, all elected at-large on a nonpartisan basis. The City has a 2022 budget of \$9.2 million and employs a staff of 22 full-time equivalents.

The City Administrator is responsible for planning, organizing, directing, and coordinating, the daily operations of all city departments and functions including administration, finance, planning, engineering, public works/utilities, parks, and city facilities; provides information and support to the City Council and advisory commissions; and serves as Executive Director of the Economic Development Authority. Positions reporting directly to the City Administrator include the Finance Director, the Planning Director, the Public Works Director, the City Clerk/HR Director, and the Parks and Recreation Director. The City Administrator reports to the City Council.

The City Administrator position requires a Bachelor's degree in public or business administration or a related field and four years' of progressively responsible experience working for local governments or comparable organizations. A Master's degree in public administration is desired. Consideration will be given to candidates with an equivalent combination of education and experience sufficient to perform the essential duties of the position. The ideal candidate will have strong financial, communication, and administrative management skills and demonstrate the ability to support council policymaking and provide leadership to the city team. Experience achieving results through participation in joint powers organizations is a plus.

A starting salary based on the successful candidate's qualifications and experience will be offered, with a range extending from \$120,000—\$140,000. The city offers competitive benefits and participation in the Public Employees Retirement Association retirement program. Residency is not required.

Qualified candidates please submit your cover letter and resume online at:

<https://www.governmentjobs.com/careers/bakertilly/jobs/3606402/city-administrator-shorewood-minnesota>. This position is open until filled; however, prospective candidates are encouraged to apply no later than July 29, 2022 For more information, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or at 651-223-3053 or Patty Heminover at patty.heminover@bakertilly.com or by calling 651-223-3058.

For more information about the City of Shorewood, visit ci.shorewood.org

The City of Shorewood is an Equal Opportunity Employer.