



Organization: City of Medina
Position Title: City Administrator
Address: 2052 County Road 24, Medina, MN 55340
First Review: August 25, 2024
Salary: \$135,200-\$172,640 annually DOQ

The City of Medina, MN is seeking a City Administrator for this charming, semi-rural community of 7,672 known for its lush landscapes and tranquil atmosphere only 15 miles west of Minneapolis. With its prime location, residents can enjoy both the natural beauty of the surrounding countryside and the vibrant big-city offerings of the nearby Twin Cities.

THE CITY OF MEDINA

The City of Medina operates under the Council-Administrator form of government with a City Council comprised of the Mayor and four Council Members who are all elected at large. The City serves a population of more than 7,600 residents across 26 square miles. The City's 2024 budget is \$6.6 million, and it is served by a team of 30 FTEs across five departments: Administration, Finance, Planning and Zoning, Police, and Public Works. In 2023, the City was upgraded to an AAA credit rating. Medina shares the highest credit rating of AAA with only 33 other communities in Minnesota.

THE CITY ADMINISTRATOR

Reporting to the City Council, The City Administrator serves as City's top-appointed official with primary responsibility to oversee the daily operations and administration of the City in accordance with City Code, ordinances, resolutions, and directives from the City Council. The City Administrator provides high-level leadership to City staff and guides the City Council to define, establish, and attain the goals and objectives of the City government. The City Administrator also provides support in general administration, municipal finance, human resources, facilitating/managing projects, processing technical documents, and public relations.

WHY APPLY

This is an exciting opportunity for a new City Administrator to take the reins of a forward-thinking, entrepreneurial community that has uniquely preserved its small-town, rural charm while being close to metropolitan amenities. Medina has a professional and experienced staff committed to exceptional public service delivery. The City Council is professional and enjoys an excellent collaborative partnership

with staff and residents, which has been a hallmark of the City's success. Medina's financial management has been strong, as evidenced by its AAA credit rating, cost-effective management of City services and programs, and its stable tax base. If you are looking to guide this unique community into the future with visionary, creative, and innovative leadership, this opportunity could be for you.

View the full position profile and job description at gmp.hr.com.

More Information: GMP Consultants is assisting the City of Medina with this search. Learn more at gmp.hr.com. The City of Medina is an Equal Opportunity Employer. First Review is August 25, 2024.