



City of Biwabik

Minnesota



City Administrator

Salary: \$90,000 to \$110,000

WELCOME TO BIWABIK, MINNESOTA!

Located in the heart of Minnesota's Iron Range, the City of Biwabik offers a distinctive blend of small-town charm, historical character, and scenic beauty. With a population of just under 1,000 residents, Biwabik maintains a close-knit, welcoming atmosphere where community connections run deep and quality of life is a top priority. The City's name, derived from an Ojibwe word meaning "iron," reflects its roots in the mining industry, which continues to shape the region's economy and identity. Today, Biwabik is not only known for its mining heritage but also as a year-round recreational destination and a place where families, professionals, and retirees alike can thrive.

Positioned along Highway 135 and just minutes from neighboring communities such as Aurora and Virginia, Biwabik offers convenient access to regional shopping, dining, and healthcare while preserving its quiet, residential character. The City features charming architecture influenced by its Bavarian theme and is home to locally owned shops, cafes, and public spaces that enhance its vibrant, small-town appeal.



Educational Opportunities

Educational opportunities in and around Biwabik are designed to support lifelong learning and student success. The City is part of the Mesabi East School District, with elementary, middle, and high schools located in nearby Aurora, just a short bus ride away. These schools provide a well-rounded curriculum and a variety of extracurricular programs, including athletics, arts, and STEM initiatives.

For high school students seeking a specialized education, the East Range Academy of Technology and Science in Mt. Iron offers a project-based, technology-driven curriculum with an emphasis on college and career readiness.

Higher education opportunities are easily accessible within the region. Minnesota North College - Mesabi Range campus in Virginia offers associate degrees, workforce training, and transfer options to four-year universities. Additional institutions such as Lake Superior College and the University of Minnesota Duluth expand access to bachelor's and graduate-level programs within an hour's drive, making it easy for residents to continue their education or enhance professional skills.



Healthcare

Biwabik residents benefit from quality healthcare services in the surrounding area. Primary and urgent care needs can be met at Essentia Health - Northern Pines in Aurora, which offers family medicine, lab services, and a walk-in clinic. For broader services, including emergency care, inpatient treatment, and specialty care, Essentia Health - Virginia and Fairview Range Medical Center in Hibbing are within easy driving distance.

Recreational Activities



Recreation is central to life in Biwabik. The City is home to Giants Ridge, one of Minnesota's top four-season resorts, offering world-class alpine skiing, Nordic trails, and a tubing park in winter, along with two championship-level golf courses, hiking trails, and a mountain bike park in the warmer months. The resort attracts visitors from across the Midwest and provides year-round entertainment, events, and outdoor adventure for residents of all ages.

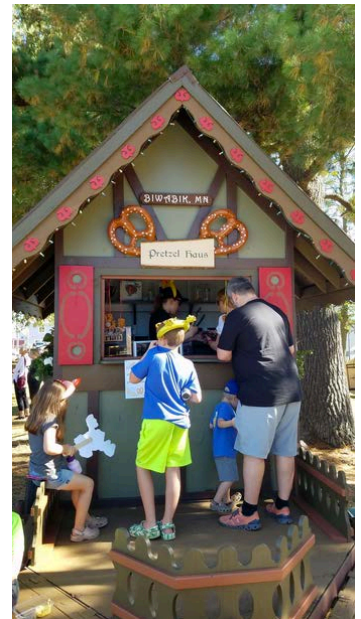
Biwabik is also a trailhead community along the Mesabi Trail, a 132-mile paved trail ideal for biking, hiking, and snowmobiling, connecting cities across the Iron Range. Outdoor enthusiasts enjoy fishing and kayaking on local lakes, hunting in nearby forests, and exploring miles of ATV and snowmobile trails that weave through the surrounding wilderness. The Superior National Forest and Vermilion Trail Campground on Embarrass Lake offer additional opportunities for camping, boating, and nature viewing just minutes from town.

Camp Esquagama, located just outside Biwabik, is a cherished regional destination that provides summer camp experiences for youth, with activities ranging from archery and canoeing to rock climbing and environmental education. The city also offers local parks, sports fields, and recreational programming throughout the year.

Community Events & Culture

Biwabik takes pride in its strong sense of identity and tradition, which shines through in its many cultural celebrations and community events. The City is known regionally for its annual Calithumpian Fourth of July festivities, which feature one of the largest parades on the Iron Range. In the fall, Honktoberfest celebrates the area's Bavarian heritage with polka bands, German fare, and family-friendly activities.

During the holiday season, Biwabik transforms into a winter wonderland for Weihnachtsfest, a festive celebration with lights, sleigh rides, caroling, a community tree lighting, and winter fireworks. Other local events include Music in the Park during the summer, and community-wide garage sales, craft fairs, and fundraisers that bring residents together throughout the year.



The Organization



Biwabik operates as a charter city under Minnesota law, governed by a Mayor and four Council members. The Mayor, serving a two-year term, presides over Council meetings and represents the City at official functions. Each Council member is elected to a staggered four-year term, contributing legislative oversight and policy direction.

The City functions under a Mayor–Council system, with the City Council serving as the primary legislative entity responsible for ordinances, resolutions, and budget approval. Administrative duties are carried out by city staff and a City Administrator appointed by the Council. This ensures accountability and structured policy implementation.

Biwabik's administration is organized into several core departments, each overseen by appointed directors and staffed by municipal employees: Administration, Police, Fire & Ambulance, Public Works, Planning & Zoning, and Garbage Pick-Up.

To engage residents and leverage community expertise, Biwabik maintains a number of citizen commissions and boards: Planning Commission, Public Utilities Commission, Charter Commission, and Parks Committee.

Additionally, the City employs a strategic direction model, with working groups to explore four key priorities:

- **Amenities & Infrastructure** – where facility upgrades (e.g., community center) are prioritized
- **Economic Development** – coordinating with East Range Joint Powers Board to retain and grow local businesses
- **Community Engagement** – expanding livestreamed Council meetings, improving outreach via social media, print, and broadband access
- **Community Connection** – hosting newcomer events and encouraging broader participation in civic life

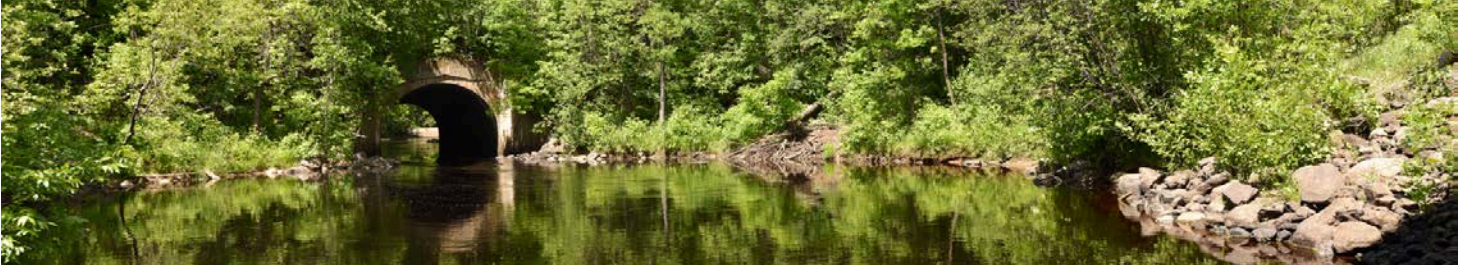
Biwabik's municipal structure combines traditional governance, defined by elected officials and statutory oversight, with forward-thinking, community-focused strategies. Through its Mayor–Council system, active citizen commissions, strategic task forces, and transparent public engagement mechanisms, the City fosters inclusive leadership, efficient service delivery, and ongoing community development.

The Organization - Cont'd



	2024	2025
City Council	80,100	106,067
City Administrator	169,105	193,949
Election	3,800	0
Accounting	118,660	120,680
Buildings	106,730	101,730
Police	338,103	438,103
Fire Department	152,093	163,833
Building Inspection	16,000	16,000
Public Works	443,371	495,012
Recreation	153,580	153,580
Capital	230,000	255,000
Total Expenditures	\$1,811,543	\$2,043,955

Core Duties of the Position



Policy Implementation & Council Support

- Advises and assists the Mayor and City Council in the development of policies, goals, and strategic plans.
- Implements and administers City Council policies, directives, and ordinances.
- Attends all City Council meetings and provides reports, analysis, and recommendations.
- Prepares agendas, supporting documentation, and meeting minutes as needed.

City Operations & Staff Management

- Provides direct supervision to department heads (Public Works, Administration, Fire/EMS, etc.).
- Oversees all City operations to ensure effective, efficient, and high-quality delivery of services.
- Facilitates communication and collaboration between departments.
- Leads recruitment, selection, evaluation, training, and professional development of City staff.
- Ensures compliance with employment laws, safety standards, and City personnel policies.

Budget & Fiscal Management

- Prepares and administers the annual City budget in coordination with the Budget Committee and department heads.
- Monitors City revenues and expenditures, ensuring sound fiscal practices.
- Provides regular financial reports and updates to the Council and community, including explanation of the budget and taxation during Truth in Taxation hearings.
- Oversees purchasing, contract management, and compliance with applicable laws and policies.

Community & Economic Development

- Promotes economic development initiatives, business retention, and community engagement.
- Represents the City in intergovernmental meetings, regional organizations, and community events.
- Serves as liaison to local boards, commissions, and community organizations.
- Facilitates public information, communications, and resident engagement, including website and digital platforms.

Legal & Regulatory Compliance

- Ensures compliance with City ordinances, state and federal laws, and regulatory requirements.
- Maintains official City records and ensures data privacy and public records compliance.
- Coordinates the enforcement of City codes, permits, and licenses.

Strategic Planning & Project Management

- Leads or coordinates City projects, planning efforts, and special initiatives as assigned by the Council.
- Identifies opportunities for organizational improvement, efficiency, and innovation.
- Prepares grant applications and manages grant-funded projects.

Problem-Solving & Public Service

- Responds to inquiries, concerns, and complaints from the public and stakeholders.
- Works to resolve issues collaboratively and effectively.
- Demonstrates strong customer service, ethical standards, and a commitment to public service.

Desired Qualities of the Next City Administrator



Leadership & Governance

- Proven local government leader who can unify the Council and offer sound advice on their role and authority.
- Leader with strong moral character, strategic vision, and a big-picture perspective.
- Leader who is committed and confident in addressing workplace conflict.
- Leader who can grasp complex information and make well-justified decisions.
- Individual with experience and skill in negotiations and the ability to influence others.
- Leader who will build trusting relationships and actively network within the region.

Organizational & Operational Management

- Experienced professional with a strong work ethic, who follows through, delegates effectively, and achieves results.
- Individual with a commitment to creating clear policies and procedures that promote operational consistency.
- City Administrator who is calm and steady, ensuring organizational stability and staff retention.
- Leader with experience managing small offices, juggling multiple roles, and maintaining focus amid frequent interruptions.
- Leader who understands how financial decisions may have varying impacts.
- Individual with experience in city fire department and ambulance operations.

Financial & Strategic Planning

- Manager with strong financial acumen and expertise in long-range planning for both the City and Public Utilities Commission.
- Individual with excellent writing skills; grant writing experience preferred.

Staff & Culture Development

- Manager who trains, supports, and holds staff accountable for performance.
- Leader who promotes a culture of teamwork and exceptional customer service.
- Manager who maintains an open-door policy and demonstrates personal and professional care for staff.

Communication & Community Engagement

- Strong communicator who keeps the Council, staff, and public well-informed.
- Leader who engages directly with residents and is comfortable having difficult conversations.
- Individual who will collaborate effectively with legislators and representatives from Giants Ridge and the Iron Range Resources and Rehabilitation Board (IRRRB).

Hands-On Administration

- Working Administrator who gains a thorough understanding of city operations and is involved across departments.

Position Announcement



Position: City Administrator

Organization: City of Biwabik, Minnesota

Salary: \$90,000 to \$110,000

Benefits: Health, Dental, Life Insurance, PERA, Paid Holidays, Leaves, Vacation, and more

Application Deadline: August 19, 2025



Job Summary: The City Administrator is the chief administrative officer of the City and is responsible for the overall leadership, direction, and management of city operations and services. This position implements City Council policies, oversees daily operations, manages City staff, supports community and economic development, ensures sound fiscal management, and represents the City in a variety of settings. The Administrator works closely with the Mayor, Council, City departments, and the community to provide effective, efficient, and responsive municipal government.

Minimum Qualifications: Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field, five (5) years of progressively responsible management experience in local government or a similar organization, and experience with budgeting, personnel management, and project administration. A master's degree is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/326438-biwabik-city-administrator/1235788-application-form/en> and complete the application process by August 19, 2025. Finalists will be selected on September 8, 2025, and final interviews will be held on September 29, 2025.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.