

City of **MONTGOMERY** *Minnesota*



City Administrator

\$113,577 to \$150,164

Vitáme Vás



A Heritage of Hospitality and Culture

Founded in 1856, Montgomery, Minnesota, is a community that wears its history with pride, rooted deeply in a rich Czech heritage that permeates local life. Known far and wide as the "Kolacky Capital of the World," the City is famous for its annual Kolacky Days celebration, a tradition dating back to 1929 that draws thousands of visitors each July. This cultural identity creates a distinct sense of place and a welcoming atmosphere summarized by the local greeting, "Vitáme Vás."

While it cherishes its past, Montgomery is a forward-looking city of approximately 3,500 residents. It has experienced steady growth, increasing nearly 10% since 2020, as it successfully balances small-town charm with a strategic location just south of the Twin Cities metro.

Living and Growing in the "Big Woods"

The quality of life in Montgomery is defined by its safe, quiet neighborhoods and a strong sense of civic pride. Residents enjoy a "sparse suburban" environment where over 80% of the population owns their homes, contributing to a stable and deeply invested community.

The City is served by the Tri-City United (TCU) School District, with the Montgomery K-8 school acting as a cornerstone of local activity.

Outdoor enthusiasts benefit from a robust park system, including the historic Memorial Park, which has recently seen significant investment in modern infrastructure to ensure it remains a hub for families and recreation.

With a median age of 39, the City is a vibrant mix of established generations and young families seeking a high quality of life.

Vitáme Vās

Economic Vitality and Modern Connectivity

Montgomery's economy is a resilient blend of traditional industry and modern flexibility. While manufacturing and construction remain the primary pillars of the local workforce, the City has seen a significant rise in median household income, which now nears \$74,000, outpacing many regional neighbors.

Interestingly, the community is becoming a destination for remote professionals, with nearly 14% of the workforce working from home. This shift is supported by the City's commitment to modern infrastructure and its location along Highway 13 and Highway 21, which facilitates easy commuting for the 25% of residents who work within the greater Minneapolis-St. Paul-Bloomington metropolitan area.



The Path Ahead: Growth and Revitalization

As Montgomery looks to the future, the community is focused on strategic growth and the revitalization of its historic core.

Current priorities include the "infill" development of vacant spaces in the downtown district and the expansion of commercial opportunities along the Highway 13 corridor.

The City leadership is actively working to balance the need for modern street improvements and infrastructure upgrades with the fiscal responsibility expected by its residents.

For a professional leader, Montgomery offers the rare opportunity to manage a growing city that possesses both a high-speed digital backbone and a cherished, historic downtown that serves as the heart of the community.

The Organization



Governance and Leadership Structure

The City of Montgomery operates under a Mayor-Council form of government, a structure that emphasizes a partnership between elected leadership and professional management. The City Council is composed of a Mayor and four Council members, with the Mayor serving a two-year term and Council members serving four-year terms. This body serves as the primary legislative and policy-making entity for the City, setting the long-term vision and annual priorities that guide the community's growth.

Departmental Operations and Staffing

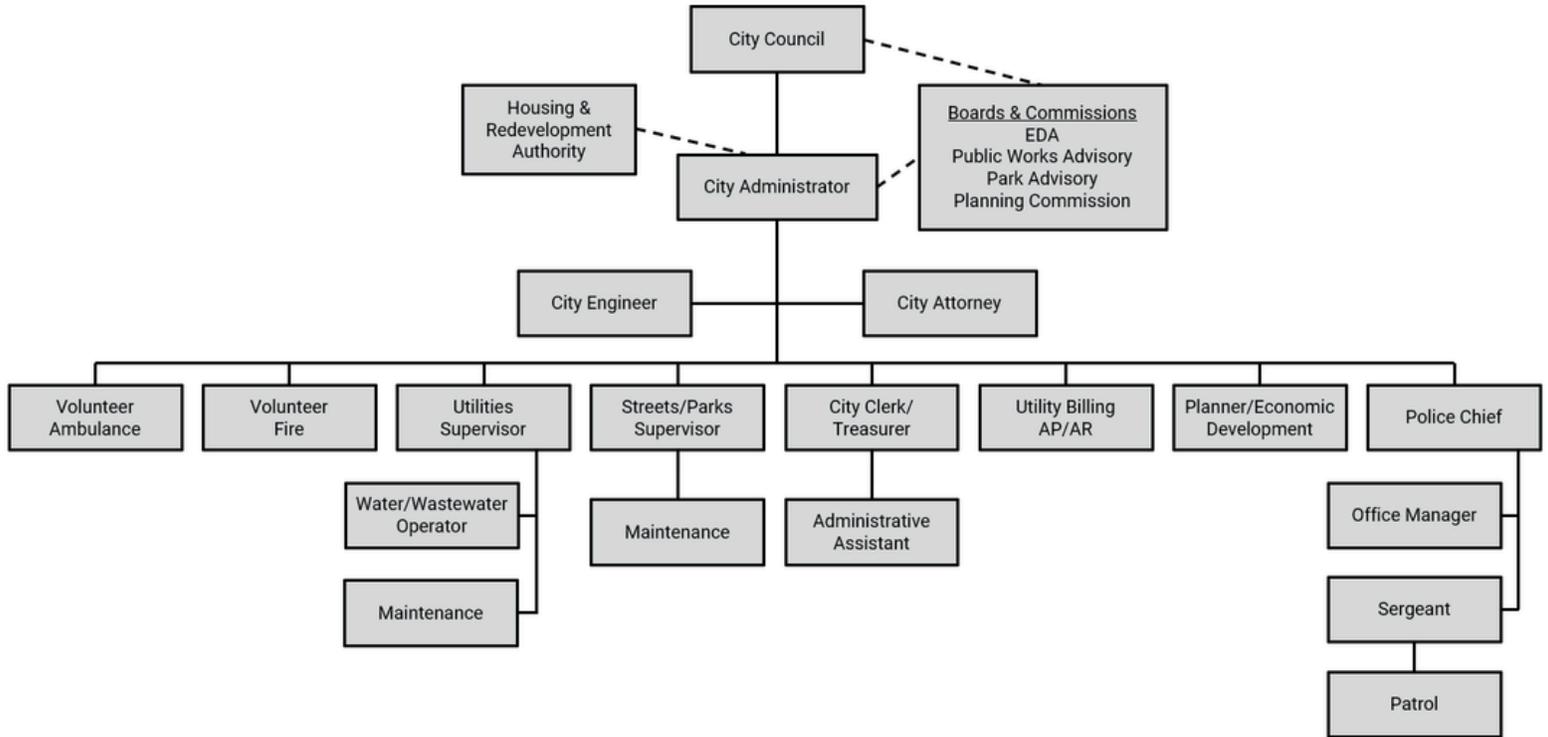
The City is supported by a dedicated team of professionals across several key departments, including Administration, Public Safety, Public Works, and Public Utilities. The Administration department, based in the Montgomery Municipal Building, handles the City's financial management, utility billing, and community planning efforts. Public Safety is a cornerstone of the organization, featuring a professional Police Department, a highly active Volunteer Fire Department, and a dedicated Emergency Medical Service (EMS) team. Meanwhile, the Public Works and Utilities departments manage the City's critical infrastructure, from maintaining approximately 22 miles of streets and five parks to operating the municipal water and wastewater facilities.

Boards, Commissions, and Civic Engagement

A hallmark of Montgomery's organizational culture is its strong tradition of citizen engagement through appointed boards and commissions. These bodies help shape policy, guide long-term planning, and ensure community priorities are reflected in City decisions. The Economic Development Authority (EDA) supports business growth and vitality, while the Housing & Redevelopment Authority (HRA) operates as an independent governing board focused on housing and redevelopment initiatives. The Planning Commission leads on land use and zoning matters, the Park Advisory Board guides recreational planning, and the Public Works Advisory Board provides input on infrastructure, utilities, and capital improvements. Together, these boards demonstrate Montgomery's commitment to collaboration and community-driven governance.

The Organization

Organizational Structure



Budget Summary

Fund	2025 Budget	2026 Budget
General Fund	3,708,555	3,740,891
Ambulance	550,351	379,293
Enterprise (Water, Sewer, Storm)	1,898,150	2,022,289
Franchise Fees	-	250,000
Other Funds	1,912,443	2,315,885
Total Budget	\$8,404,123	\$8,708,358

The City of Montgomery's 2026 adopted budget totals \$8.71 million, reflecting a 3.6% increase over 2025. The General Fund, at \$3.74 million, supports core municipal services including administration, public safety, streets, parks, and library services. Enterprise operations (water, sewer, and storm utilities) total \$2.02 million and are supported through user fees rather than property taxes.

The 2026 budget reflects strategic adjustments, including reduced ambulance expenditures and growth within enterprise and other capital-supporting funds. Property taxes and Local Government Aid remain primary General Fund revenue sources, while franchise fees and utility revenues support infrastructure and long-term capital needs. The City's strong financial stewardship is further demonstrated by its A+ long-term rating from S&P Global Ratings, reflecting sound fiscal management, stable operations, and responsible long-term planning.

The Position

Core Duties of the Position

- Ensures the policies and direction of the City Council are carried out and implemented through assignment of responsibilities to departments and staff.
- Composes and reviews staff reports for City Council and other boards and commissions with recommendations for action by the City Council or the various boards and commissions.
- Prepares and reviews agendas and related materials for City Council, Planning & Zoning, Parks and Recreation Advisory Board, Public Works Advisory Board, and Economic Development Authority and serves as staff on all the Boards; composes or reviews minutes for all the above bodies.
- Prepares and manages the City's annual budget, prepares regular analysis of the City's overall financial conditions, and recommends policy and operational changes as the City's financial condition changes.
- Enforces the City's Code, including reviewing and recommending amendments to the Code as may be required.
- Reviews and analyzes zoning applications and prepares or reviews staff reports with recommendations for Planning and Zoning Commission and City Council action or approval related to zoning and building permits.
- Manages the City's labor relations, including negotiating and ensuring compliance with union contracts, adjusting grievances, conducting or managing investigations of misconduct, preparing reports and recommendations on personnel actions for City Council consideration.
- Monitors legislation at the State and Federal level; prepares reports and analysis as to how changes in law may affect the City; works with the League of Minnesota Cities, Minnesota Association of Small Cities, or engages in direct communication with representatives, including testifying, on the impact of the legislation of the City.
- Prepares and/or reviews the City's monthly newsletter; monitors and programs the City's cable access channel, and prepares media releases and other information to the news media.
- Reviews and manages contracts and consultants.
- Reviews and approves all claims and payments on behalf of the City; ensures all invoices and claims are properly coded for entry to the City's financial system.



The Position

Desired Qualities & Experience for the Next City Administrator

Communication & Community Engagement

- Approachable, visible, and comfortable interacting with residents, businesses, and civic groups.
- Strong verbal communicator who listens first, explains decisions clearly, and ensures people feel heard.
- Able to translate complex financial or technical information into plain language.
- Transparent with Council and staff; keeps information flowing consistently.
- Willing to participate in community events and ideally reside in Montgomery.

Leadership, Management & People Skills

- Builds trust and positive relationships across all departments.
- Empowers department heads while holding staff accountable.
- Supports professional development and provides guidance without overstepping.
- Steady, respectful presence during conflict or high-pressure situations.
- Brings positive energy, approachability, and a solutions-oriented mindset.

Financial, Administrative & Policy Expertise

- Strong background in municipal budgeting, levies, bonding, and long-term financial planning.
- Knowledge of state statutes, city code, open meeting laws, and data practices.
- Experience with capital improvement planning and major infrastructure projects.
- Ability to manage finances without a Finance Director.
- Proactive in tracking legislative changes and pursuing grants.

Government Experience & Adaptability

- Prior experience as a City Administrator, Assistant Administrator, Clerk, or department head preferred.
- Private-sector managers may succeed if they bring strong financial skills and adaptability.
- Must understand (or quickly learn) the differences between public and private sector decision-making.
- Capable of navigating regulatory requirements and public-sector processes.

Strategic Vision & Long-Term Planning

- Forward-thinking leader who can guide the City through major facility, infrastructure, and development needs.
- Helps Council prioritize and balance short-term demands with long-term goals.
- Brings fresh ideas while respecting Montgomery's small-town identity.
- Able to address organizational challenges, including leadership needs and community expectations.

Position Announcement



Organization: City of Montgomery, Minnesota

Position: City Administrator

Salary: \$113,577 to \$150,164

Benefits: Medical, Dental, Vision, Life, STD/LTD, HSA/FSA, retirement, and more

Application Deadline: March 31, 2026

Job Summary: Performs complex executive work directing all operations and activities of City government, ensuring ordinances, resolutions, and policies adopted by the City Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Minimum Qualifications: Bachelor's degree in Public or Business Administration, or a related field, and extensive experience in public administration, or an equivalent combination of education and experience. A Master's degree is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/375771-montgomery-city-administrator/1432785-application-form/en> and complete the application by March 31. Finalists will be selected on April 20, 2026, and final interviews will be held on May 13, 2026.

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



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