

**assistant  
city manager  
-external services**

**BLOOMINGTON.**

**tomorrow. together.**

## ASSISTANT CITY MANAGER - EXTERNAL SERVICES

### BLOOMINGTON, MINNESOTA

The City of Bloomington seeks to hire an inclusive and visionary leader with a track record of operational excellence to serve as its next Assistant City Manager – External Services (ACM-ES). This is a new position on the City’s executive leadership team, following an organizational restructuring, that will supervise and direct the external public service delivery functions. Service areas that will report to the ACM-ES include Community Development, Parks and Recreation, Public Health, and Public Works.

As the leader of a newly reorganized service structure, the ACM-ES will be expected to develop a high performing culture of collaboration, interdepartmental coordination, multi-level communication, and customer-focused service level expectations. Working with the City Manager and the Assistant City Manager – Internal Services and Strategic Initiatives, the ACM-ES will provide key strategic and operational guidance to the executive leadership team and organization in the areas of budgeting, performance measurement, strengths-based staff development, and implementation of the City’s strategic plan.



### ABOUT THE CITY OF BLOOMINGTON

Located just south of the Twin Cities of Minneapolis and St. Paul, Bloomington is a thriving community of approximately 91,000 residents and the fourth largest city in the state. Home to Mall of America and adjacent to Minneapolis-St. Paul International Airport, Bloomington is both an employment and hospitality hub for the region.

The City of Bloomington delivers the full scope of municipal services with a full-time staff of approximately 636 employees. Bloomington is a home rule charter city, governed by a 7-member City Council and operates under a City Manager form of government.

The City has a robust community engagement philosophy that strives to include the voice of people impacted by decisions when those policies and actions are being considered. Additionally, the City Council values its advisory boards and commissions appointed to assist the Council in developing policies, programs, and services that meet the needs of the community. The functional areas supervised by the ACM-ES are responsible for administration of the Advisory Board of Health; Creative Placemaking Commission; Housing & Redevelopment Authority; Local Board of Appeal and Equalization; Parks, Arts & Recreation Commission; Planning Commission; Port Authority; and, Sustainability Commission.

In November 2023, Bloomington voters authorized the City to implement a local option sales tax that will fund \$155 million for three significant community reinvestment projects: renovation of the Bloomington Ice Garden (\$35M); construction of a new Community Health and Wellness Center that will replace the existing Creekside Community Center and the Public Health Building (\$100M); and, restoration of the Nine Mile Creek Corridor in the area of Moir and Central Parks with new amenities (\$20M).



### OUR MISSION...

...is to cultivate an enduring and remarkable community where people want to be. This mission statement was drafted by community members for the community and adopted by the City Council. Its foundation is in these core values:

### WE BELIEVE...

- The community thrives when its members share responsibility for its well-being.
- Transformation will come through collective courage and the willingness to take risks.
- When diversity is embraced, the community is strengthened.
- Everyone benefits when there is equitable access to opportunity.
- Safety and security are critical components of a resilient and healthy community.

### IMPORTANTLY, WE WILL NOT...

- Allow past practices to interfere with the consideration of new ideas.
- Add any program, project, policy, or service that is not consistent with our core values and aligned to our mission.

**BLOOMINGTON. TOMORROW. TOGETHER.**

The City's strategic plan has three priority objectives:

- A Connected, Welcoming Community
- A Healthy Community
- A Community with Equitable Economic Growth

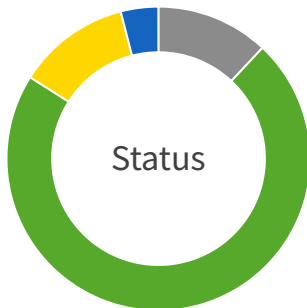
The City maintains a dashboard so the City Council and community can track progress to achieve our mission and to provide accountability to our stakeholders.

To learn more, visit:

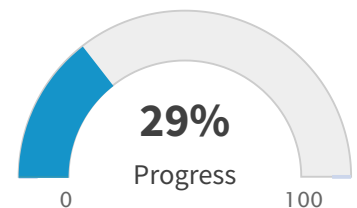
**BLM.MN/BTT**



**OVERALL SUMMARY**



	%
● Status Pending	12.0
● On Track	72.0
● Minor Disruption	12.0
● Completed	4.0



Status is based on timelines, while Progress is based on total actions taken. Status and Progress will fluctuate quarterly as staff encounter new obstacles and add new work.

## CULTURE

The City of Bloomington has adopted the following Leadership Philosophy, which speaks to the nature of our work and our attitude toward work; what motivates us; how creativity, information and knowledge are distributed throughout the organization; and how decisions are made.

- We are invested in Bloomington and our shared contributions to being a great community. We are committed to engaging our co-workers, residents, businesses and visitors in order to provide the best possible services.
- We embrace our shared values and accomplish our vision and goals by encouraging creativity, innovation, continuous learning, clear community and employee empowerment.
- Better decisions are made using consultative and team-based participation.
- We believe in leadership at all levels. Everyone is heard and respected, so trust is generated across the organization.
- We are motivated by meaningful and challenging work and opportunities for growth, recognition and success.

## ABOUT THE EXTERNAL SERVICES

### COMMUNITY DEVELOPMENT

Bloomington's Community Development Department has an authorized staff of 83 full-time employees working in the following seven divisions:

- Administration
- Assessing
- Building Inspections
- Environmental Health
- Housing and Redevelopment Authority
- Planning
- Port Authority



### PARKS AND RECREATION

The Parks and Recreation Department is comprised of 56 full-time and 4 regular part-time staff delivering a broad range of arts, leisure, and recreation programs and services. Parks and Recreation provides planning, maintenance, and operation services at the Bloomington Center for the Performing Arts, Bloomington Family Aquatic Center, Bush Lake Beach, Creekside Community Center, Dwan Golf Course, and throughout the City's 97 parks, playlots, and open spaces; as well as programming a full spectrum of recreation services for children, adults, and seniors.



## *PUBLIC HEALTH*

Bloomington is one of four cities operating as a Community Health Board under Minn. Stat. § 145A. Bloomington Public Health coordinates service to the tri-city consortium which includes Edina and Richfield, serving nearly 180,000 individuals. There are 32 full-time and 21 part-time staff providing public health services ranging from home visiting, WIC and immunizations to emergency preparedness and prevention work. Public Health is primarily funded through state and federal grants and contracts.

## *PUBLIC WORKS*

**Administration:** Public Works Administration consists of seven (7) employees who direct a variety of functions from safety and employee initiatives for Public Works. They also lead the planning, administration, and delivery of sustainability efforts across the organization to meet the City's climate and conservation goals along with the City's organized solid waste collection program which includes recycling and organics and innovative programs like Bulky Item pick up and swaps.

**Engineering:** The 32 full time and 2 part time employees of the Engineering Division provide design and construction inspection for the City's streets, bridges, water supply, sanitary and storm sewer drainage systems, sidewalks/bikeways, trails, water resource projects and traffic signal systems. They also provide development and permit review, coordinate with other agencies and lead a variety of studies.

**Maintenance:** The Maintenance Division employs 65 people which consists of Street, Fleet, Traffic and Facilities Departments. The Maintenance Division maintains six fire stations, Creekside Community Center, Civic Plaza, Public Works Maintenance facility, Public Health Building, City cemetery, City owned buildings throughout the city, City's fleet vehicles/equipment, traffic signals, City owned streetlights, 342 miles of roadways, 492 cul-de-sacs and city Right-of-Way.

**Utilities:** The Utilities Division employs 53 people to provide an uninterrupted supply of water along with a wastewater collection system. These systems meet or exceed all federal and state quality standards, at a rate that ensures long-term sustainability of the system, including managing a 14 MGD lime-softening water treatment plant and a state-certified analytical laboratory while producing 2.4 billion gallons of water and delivery a total of 3.7 billion gallons of softened water. The wastewater system includes 359 miles of pipes with 28 lift stations and serves over 25,000 customers.

## **BUDGET**

For 2024, the External Services functional areas have a combined \$45.1 million General Fund budget and a combined \$47.2 million Utilities Funds budget, plus \$9.5 million HRA and \$2.3 million Port Authority budgets.

The City's 2024-2033 Capital Improvement Plan includes projects totaling \$901 million.





## ASSISTANT CITY MANAGER - EXTERNAL SERVICES

### REQUIRED SKILLS AND EXPERIENCE:

Candidates considered ideal for the position will have a minimum of 5 years of progressively responsible local government experience, including 5 years reporting to or serving as a Chief Administrative Officer in a local government or affiliated organization.

The successful candidate will have experience being persuasive and influential with a governing board, body, or leadership team. In addition, this position requires strong analytical and strategic thinking skills to assess challenges, identify opportunities, and develop innovative solutions.

We require our Assistant City Manager – External Services to have a demonstrated commitment to promoting diversity, equity and inclusion within the organization and the community.

### LEADERSHIP CHARACTERISTICS:

The City is seeking candidates who are creative, thoughtful, and engaging with the ability to build trusting relationships. The new ACM-ES will be considered an integral part of the community who will engage the Mayor and Council, staff, public and community groups. The new ACM-ES should embrace the ideals of empowerment, learning and team-oriented solutions.

The City is specifically seeking:

A personable individual with excellent communication skills and the ability to facilitate dialogue.

A respectful, approachable leader who listens carefully and thoughtfully to others.

An effective manager able to offer and execute practical ideas while fostering a climate/culture of innovation.

A person who demonstrates empathy, is a good listener, shows compassion, and creates an inclusive environment that values everyone.

### COMPENSATION

The salary range in 2024 is \$190,337 – \$253,751. Position includes comprehensive insurance, pension and paid time-off benefits. Pursuant to the City Charter and City's Employment Rules, this position is not covered by the Merit System (unclassified service) and is at-will employment.

### TO APPLY

Submit application materials including resume and letter of interest to [HumanResources@BloomingtonMN.gov](mailto:HumanResources@BloomingtonMN.gov) (Note: Applications will not be accepted via the online application system.) The full job description and other important details regarding the hiring process can be viewed at [blm.mn/acm-es](http://blm.mn/acm-es).

First review of applicants will begin on Wednesday, May 1.