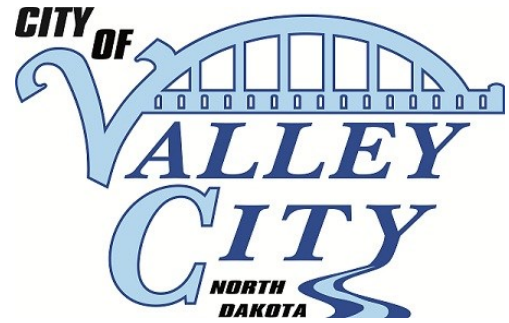


# An Invitation to Apply for City Administrator



The City Commission for the City of Valley City, North Dakota, is seeking a City Administrator.

**General Duties:** The City Administrator is the chief appointive officer of the city and supervises all other appointive officers, superintendents, and department heads within the general government/finance departments, street department, and the city owned utilities including electric, sewer, water and sanitation. The City Administrator is responsible for providing leadership and direction in the provision of city services by establishing goals and objectives within the policy directives set by the City Commission.

**Salary Range:** \$77,773 to \$108,883, depending on background and experience

## APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by March 6, 2020, and must contain:

1. A formal letter of application
2. Resume
3. Salary history
4. Transcripts from institution where degree(s) was earned
5. Name and contact information for five professional references

## SELECTION TIMELINE

Application deadline: March 6, 2020

Finalists selected: March 18, 2020

Interviews: March 20-24, 2020

Candidate selected: March 31, 2020

## POSITION PROFILE

View the full position profile at  
[www.valleycity.us/career](http://www.valleycity.us/career)

## SEND APPLICATION MATERIALS TO:

Carl Martineck  
City Attorney/HR Director  
PO Box 390  
Valley City, ND 58072

Phone: (701) 845-8136

Email: [cmartineck@valleycity.us](mailto:cmartineck@valleycity.us)

*Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established. This position is exempt from veterans' preference pursuant to NDCC 37-19.1-02(4).*

# The City of Bridges

*Valley City, population 6,380, is located in the heart of eastern North Dakota along the Sheyenne River Valley Scenic Byway and was recently named the most beautiful city in the state.*

## Location

Valley City is the county seat of Barnes County and is located along I-94, between Fargo, the largest city in North Dakota, and Jamestown, the ninth largest city. Fargo: less than 1 hour. Jamestown: 30 minutes.

## Landmarks and Attractions

- Eight historic bridges
- Medicine Wheel Park
- Barnes County Museum and Rosebud Visitor Center Museum
- National Scenic Byway with opportunities for bicycling and motorcycle tours, along with fall color drives.

## Annual Events

- North Dakota Winter Show: PRCA rodeo, livestock shows, concert, community olympics, chili cook-off
- Rally in the Valley: parade, car show, street dance
- Soap Box Derby: national qualifier
- North Dakota State Pinochle Tournament
- Sheyenne River Fest: canoeing and kayaking, pontoon rides, vendors
- Bridge City Cruisers Summer Cruise Nights
- Summer Nights on Central concert series



## The Community

Valley City is an outstanding community in which to reside and raise a family. Educational opportunities include the Valley City Public School District and the nationally ranked Valley City State University. Additional employment opportunities are available in the education, manufacturing, engineering, health care, agriculture, government, energy, and technology sectors. New residents will also find a variety of local boutique shops and restaurants. Housing incentives are available.

For more information, visit the Chamber of Commerce & Economic Development website at [www.hellovalley.com](http://www.hellovalley.com)



## Recreation

- Gaukler Wellness Center: opened in 2016 and features basketball courts, indoor pool, hot tub, fitness and weightlifting equipment, group fitness classes, walking track, and indoor playground
- Outdoor community pool with waterslide
- Four city parks
- Two nine-hole golf courses: Bjornson Park Municipal and Country Club
- North Country National Scenic Hiking Trail
- Lake Ashtabula: 27-mile waterway with camping, fishing, boating, swimming, and wildlife viewing
- Fort Ransom State Park (30 miles): hiking, biking, camping, horseback riding, winter sports

# The City & Position

The City of Valley City was incorporated in 1883 and utilizes a City Commission form of government with a Home Rule Charter. The City has four city commission members and one President (Mayor) elected to four-year, overlapping terms. The City also has an elected municipal judge.



The City of Valley City provides a wide variety of services including:

## ***City-owned Municipal Utilities***

- Electric
- Sanitation/Landfill
- Water/Sewer

## ***Other city-owned Public Works***

- Streets
- Sanitary Sewer
- Water Treatment Plant

## ***General Government***

- Fire Department
- Police Department
- Building Inspection and Permitting
- Property Assessment

## ***By the Numbers***

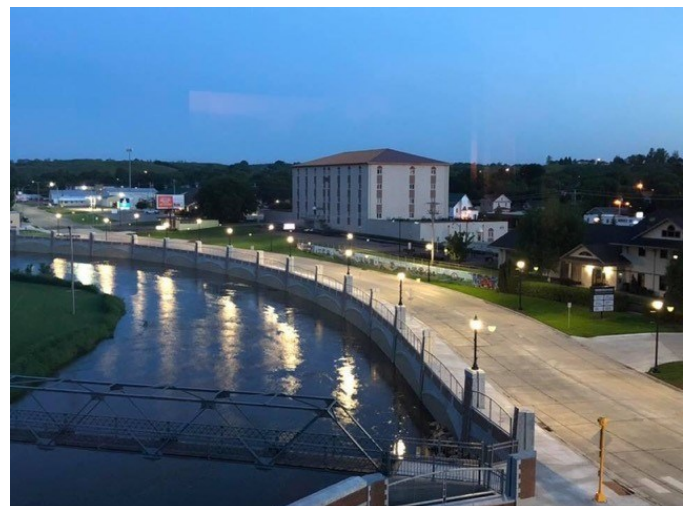
- 60 FTES
- \$4 million General Government Budget
- \$10.8 million Public Works Budget
- \$3.5 to \$4 million Reserves
- \$5.5 million General Infrastructure Budget
- \$1.7 million additional “Prairie Dog” Infrastructure Funds available annually starting 2021
- \$100 million additional planned Permanent Flood Protection

## ***The Position***

The City Administrator serves the City pursuant to an employment contract with the City Commission. In addition to the services listed above, the City Administrator oversees all general government operations and departments including Finance, Human Resources, Legal, and Engineering/Project Planning. He or she will be responsible for further developing a public information program, and continuing the City’s Streetscape initiative and Permanent Flood Protection infrastructure development.

## ***Compensation and Benefits***

The City Administrator is currently classified E-81 with a salary range of \$77,773 to \$108,883. A comprehensive benefits package is available to view with the full position profile.



# Valley City Municipal Code

## Title 2. Administration

### Chapter 4. Appointive Officers

#### **Section 2-04-01. Enumeration.**

The appointive officers of the city shall be the following: City Administrator; City Finance Director/ Auditor; City Attorney; One or more City Assessors; A Chief of the Fire Department; Chief of Police; One or more police officers; City engineer; City building official; and such other officers as may be deemed necessary. The board of city commissioners by a majority vote may dispense with any appointive office and provide that the duties thereof shall be performed by other officers or boards, by the board of city commissioners, or by a committee or committees thereof.

...

#### **2-04-03. Residency requirements of appointive officers and employees of city.**

All full-time appointive officers and employees of the city shall reside within the corporate limits of the city or reside within such proximity to the City that they can travel to their workplace within 15 minutes. An exception to this requirement may be granted by a majority vote of the board of city commissioners in its sole discretion upon finding that special reasons and the best interest of the city will be served thereby as recommended by the City Administrator.

...

#### **Section 2-04.06. City Administrator.**

The city administrator, as the chief appointive officer of the city shall supervise all other appointive officers and city department heads. The city administrator shall oversee the day to day functions of the city and coordinate the city departments and their personnel activities. The city administrator shall establish goals and objectives for all city departments to ensure compliance with city commission policy directives and all applicable local, state or federal laws, rules and regulations. The city administrator presents recommendations and information to enable the city commission to make decisions on matter of policy. The city administrator coordinates the financial status of the city with departmental goals, objectives and performance and coordinates budget development. The city administrator shall act as liaison with other governmental entities as well as nongovernmental entities and shall respond to all inquiries and requests of citizens. The city shall enter into an employment contract with the city administrator which shall set forth in full the duties and responsibilities of such employment as well as the financial terms and conditions of employment which contract shall have precedence in the event it conflicts in any way with existing ordinances and policies of the city.

# Organizational Chart

## Summary Version

