



CITY ADMINISTRATOR

SALARY: \$167,000 TO \$199,000

JOIN TEAM FARMINGTON!



Farmington, Minnesota, offers an exceptional opportunity for a **visionary and compassionate leader** to serve as its next City Administrator. As the City undergoes a period of transformation, it seeks a leader who can skillfully balance **strategic growth** with the preservation of the values and traditions that make Farmington unique.

In recent years, Farmington has **proactively and thoughtfully worked to shape its future**, assembling a talented and sophisticated senior leadership team, implementing data-driven systems and processes, modernizing plans and codes to reflect community vision, and fostering a culture where every member of Team Farmington is valued for the vital role that they hold. With the support of a **well-functioning City Council**, the City is positioned for continued success.

As Farmington continues to evolve, it seeks an experienced Administrator who can **calmly, confidently, and compassionately** navigate the complexities of a growing and transitioning community. Residents are deeply invested in Farmington's future - valuing its beautiful parks, trails, and amenities, and embracing new opportunities while remaining committed to preserving the City's character. The ideal candidate will foster **strategic growth and partnerships, inspire innovation, and empower their team to be bold and forward-thinking**, while embracing strong community engagement and open communication.

This role presents a unique opportunity to lead a **thriving municipality** where collaboration, vision, and effective leadership are deeply valued, coupled with a commitment to excellence in governance and public service. If you are ready to guide Farmington through its next chapter of success - while honoring its rich heritage - this position may be the perfect fit for you!

DESIRED ADMINISTRATOR ATTRIBUTES

Interpersonal Skills & Professionalism

- A compassionate, approachable leader who listens actively and communicates effectively.
- A rational and intelligent decision-maker who offers sound, balanced advice.
- A leader who understands municipal operations and values learning from staff.
- A manager whose actions build trust and demonstrate transparency.

Organizational Management & Experience

- A well-organized manager who delegates effectively, meets deadlines, and achieves goals.
- A manager with strong budgeting skills and experience allocating limited resources.
- A leader who recognizes talent, develops staff, and maintains high-performing teams.
- A manager who gets to know employees, learns the organization, and advances current projects.
- A leader who fosters a positive, supportive workplace where employees want to work.

Leadership & Vision

- A confident, steady leader who brings stability and calm to the organization.
- A visionary leader who involves others in developing and achieving long-term goals.
- A decisive leader who addresses challenges directly and makes tough decisions when needed.
- A proactive self-starter who takes initiative and acts independently.
- A leader who values relationships, empowers others, and supports the management team.
- A leader who embraces Farmington's unique character and actively promotes it.
- A leader who fits within the City's collaborative, inclusive organizational culture.

Community Engagement & Representation

- A visible, engaged leader who represents the City well and builds strong community relationships.
- A manager who makes decisions for the benefit of the entire Farmington community and is willing to face criticism.
- A leader with a diverse background who understands how to manage growth while respecting both long-term and newer residents' perspectives.



CORE DUTIES OF THE POSITION



- Provides professional guidance to the City Council in policy development, strategic planning, and decision-making.
- Manages the day-to-day operations of the City and ensures that policies, ordinances, laws, and subsequent City Council actions are effectively implemented and duly enforced.
- Supervises department heads and fosters a high performing, engaged workforce.
- Provides oversight and participates in developing the annual budget and capital improvement plan with a focus on fiscal responsibility. This requires keeping the City Council advised of the financial conditions of the City and making financial recommendations from time to time.
- Promotes transparency, accountability, and ethical governance in all City operations, while maintaining a high level of confidentiality and compliance with all legal requirements of the job.
- Cultivates partnerships with regional agencies, community organizations, and business leaders and is experienced in relationship-building and community engagement.
- Anticipates future community needs and develops long-term strategies to maintain and enhance City services.
- Represents the City in negotiations, public meetings, and intergovernmental discussions.
- Ensures open and effective communication with the City Council, staff, and residents.
- Assumes other responsibilities as apparent or as delegated by the City Council.

This is Who We Are



2025/2026 Council Pillars

Quality Business Growth & Retention

Community Engagement

Infrastructure Support

Employee Engagement/Culture/Wellness

The City of Farmington operates under a Mayor-Council form of government. The City Council is composed of a Mayor and four Council Members elected at large. The Council sets policies, adopts the City's budget, determines the property tax levy, and makes key decisions about land use, programs, and City operations. Council Members serve staggered four-year terms to ensure continuity and stable governance.

The day-to-day operations of the City are led by a City Administrator, who is appointed by the City Council. The Administrator implements Council policies, oversees department heads, and manages the delivery of City services. Legal support is provided by a contracted City Attorney.

Farmington's city organization includes several departments and divisions:

- Administration
- Building Inspections
- Community Development
- Economic Development
- Engineering
- Finance
- Fire
- Human Resources
- Liquor Operations
- Natural Resources
- Parks & Recreation
- Planning & Zoning
- Police
- Public Works

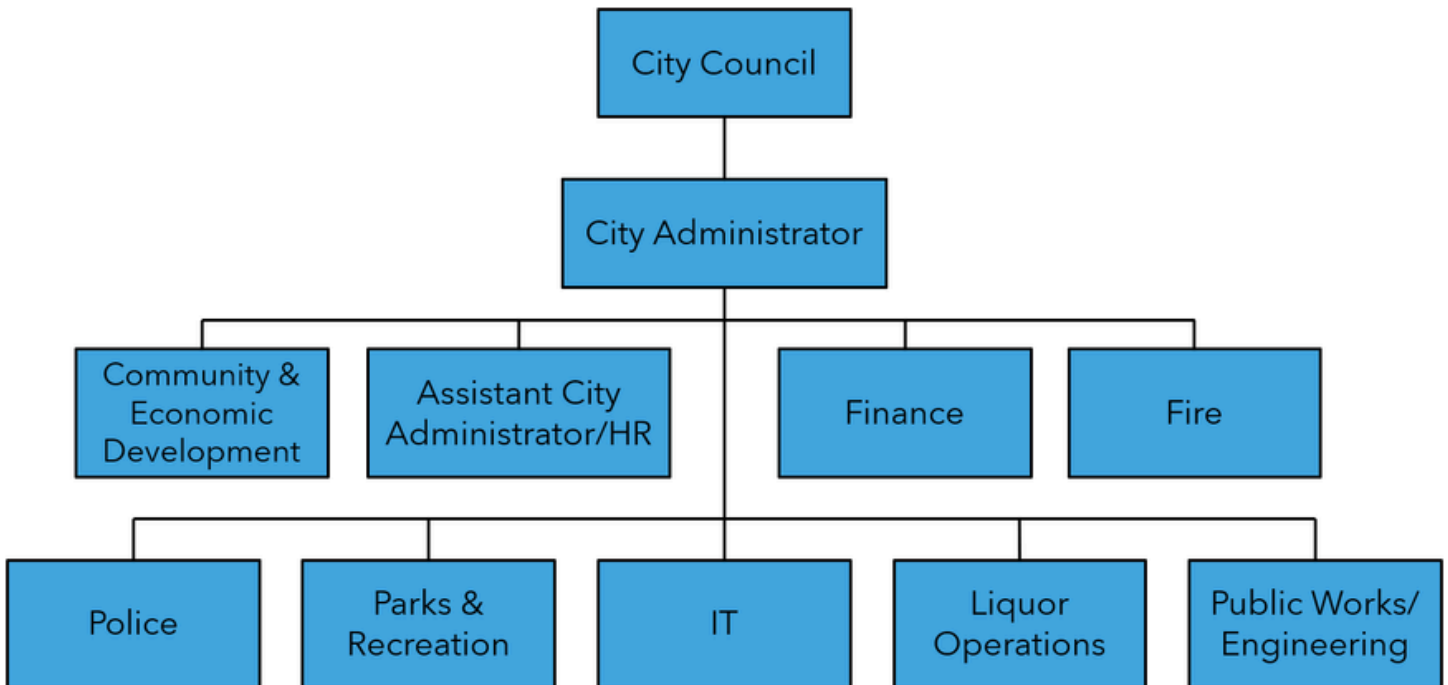


The City of Farmington places a strong emphasis on civic involvement and transparency. Through strategic planning, long-range investments, and community input, Farmington continues to evolve as a well-managed and responsive local government. Explore the City's [video portal](#) to stay informed - featuring City news, informational updates, and recordings of key events like the State of the City address.



THE ORGANIZATION

Organizational Structure



Budget Summary

| Expenditures | 2022 | 2023 | 2024 | 2025 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Administration | 1,099,249 | 1,159,523 | 1,406,345 | 1,374,190 |
| Human Resources | 402,112 | 401,235 | 439,839 | 458,930 |
| Dakota Broadband | 45,500 | 45,500 | - | - |
| Finance and Risk Management | 818,759 | 848,407 | 968,120 | 1,100,969 |
| Police | 5,279,810 | 5,664,569 | 6,203,145 | 6,344,195 |
| Fire | 1,592,646 | 1,742,006 | 1,795,783 | 2,066,829 |
| Community Development | 1,059,182 | 1,239,709 | 1,446,254 | 1,404,093 |
| Engineering | 850,411 | 814,743 | 989,680 | 986,001 |
| Municipal Services | 1,609,704 | 1,716,574 | 1,980,327 | 2,167,958 |
| Parks and Recreation | 1,329,737 | 1,610,495 | 1,785,914 | 1,900,810 |
| Total Expenditures | \$15,729,719 | \$16,884,783 | \$18,884,407 | \$19,805,780 |

WELCOME TO FARMINGTON, MINNESOTA



Farmington, Minnesota, offers a refreshing balance of small-town charm and modern convenience, making it an appealing place to live, work, and raise a family. Just 30 miles south of Minneapolis, Farmington combines easy access to the Twin Cities with a strong sense of local identity and community pride. Located in Dakota County, the City of Farmington is a place where neighbors know each other by name, and community connections are woven into everyday life. From its quiet residential streets to its lively community events, the City offers an inviting environment for individuals and families seeking a place that feels both welcoming and grounded.

Outdoor living is a way of life in Farmington. With miles of trails, accessible green spaces, and natural landscapes throughout the City, residents can enjoy year-round recreation right outside their front doors. Whether it's a quiet walk along a wooded path, a family picnic in the park, or an evening catching the sunset over the prairie, the City makes it easy to enjoy the outdoors.

Throughout the year, Farmington celebrates its sense of community with events that bring people together. Seasonal festivals, local gatherings, and civic traditions offer something for everyone, creating opportunities to connect and feel a part of something larger. The City is also home to many active civic and charitable organizations including the Chamber of Commerce, Dakota County, the local schools, Rotary Club, Lions, and Historical Society that foster collaboration, service, and community spirit.

The City's blend of historic character and thoughtful growth is visible in its vibrant downtown, established neighborhoods, and newer developments. Farmington is also poised for the future. Virtually all municipalities in Dakota County are projected to experience household growth through 2029, and Farmington stands out among those with one of the highest projected increases reflecting its appeal and capacity for thoughtful expansion. Whether you're drawn to the charm of classic homes or the convenience of modern living, Farmington offers a range of housing options to fit different lifestyles and life stages.

As a place to work, Farmington is growing in opportunity while staying true to its roots. The City supports a range of industries and small businesses, and its location makes commuting or hybrid work arrangements especially convenient. Residents also benefit from access to regional services and a broad network of resources just beyond the City limits.

Farmington's Police and Fire Departments are highly respected for their professionalism, service, and strong connection to the community, helping ensure residents feel safe and supported.

With its strong sense of place, friendly atmosphere, and balanced pace of life, Farmington isn't just a place you move to, it's a place where you can truly belong. Whether you're starting out, settling down, or looking for a fresh start, Farmington offers a welcoming community and room to grow.

EDUCATIONAL OPPORTUNITIES

Farmington is a community deeply committed to education, offering a range of learning opportunities for families. The City is primarily served by Farmington Area Public Schools (ISD 192), a forward-thinking district that supports approximately 6,800 students throughout its facilities. These include five elementary schools, two middle schools, and Farmington High School. Programs such as early childhood education, special education, and community learning extend support beyond the classroom, while extracurriculars in arts, academics, and athletics round out the student experience.



In addition to public schools, Farmington is also home to Great Oaks Academy, a tuition-free charter school offering a classical liberal arts curriculum. Located in downtown Farmington, Great Oaks currently serves students in grades K–6 and has recently acquired a campus site in Eagan for their middle school/high school.

Farmington is also ideally located near a range of secondary educational opportunities. Within a short drive are respected institutions like Dakota County Technical College, Inver Hills Community College, and the nationally ranked Carleton and St. Olaf Colleges in Northfield, offering accessible pathways for academic advancement and career-focused training.

The City offers a number of daycare options, as well, with a new one opening just last year and another moving through the entitlement process.

Together, these educational institutions provide diverse options to meet varying academic needs and family values, ensuring that every student in Farmington has the opportunity to thrive in a supportive and engaging environment.



Farmington offers convenient options for primary and urgent care. Allina Health Farmington Clinic provides comprehensive care for all ages. Their services include family medicine, pediatrics, mental health, cardiology, and preventive screenings. They also offer same-day appointments and virtual care, making it easy for patients to access care that fits their schedule.

Northfield Hospital + Clinics – Farmington Clinic is part of a respected regional health system. It specializes in family medicine and offers early-morning walk-in appointments making it an ideal option for patients with acute but non-emergency issues. Known for its personalized, patient-focused approach, the clinic is highly rated for its quality of care and its professional staff.

Additionally, CVS MinuteClinic, inside the CVS Pharmacy, provides walk-in care for common illnesses, minor injuries, vaccinations, and health screenings. It's a convenient option for quick, routine care without an appointment.

Together, these providers ensure that Farmington residents have quality healthcare close to home.



RECREATION & COMMUNITY EVENTS

Farmington is a community that values connection, wellness, and fun, and nowhere is that more evident than in its robust offering of recreational activities and community events. The City's Parks and Recreation Department maintains over 25 parks, miles of trails, and a variety of athletic fields and facilities that invite residents to stay active and enjoy the outdoors year-round. From walking and biking to ice skating, Farmington's outdoor amenities offer something for every interest and age group.

The Rambling River Center (RRC), originally Farmington's city hall and public safety building, was repurposed in 2008 as a senior and community center through volunteer efforts and \$90,000 in fundraising monies the seniors raised. In 2023, the City received a \$750,000 federal grant for renovations and hired an architect to develop a long-term facility plan. The Farmington City Council approved a single-phase approach, issuing nearly \$1.76 million in tax abatement bonds, with Minnwest Bank contributing \$50,000 for an outdoor patio. Renovations are now complete, and the revitalized RRC will once again be a welcoming hub for seniors and the broader community.

Farmington offers programs like youth sports leagues, summer camps, and arts and enrichment classes that encourage both skill-building and community involvement. The Schmitz-Maki Arena supports youth and adult hockey, open skate sessions and other indoor events.

Beyond structured programs, Farmington hosts a lively calendar of events designed to bring neighbors together. Signature annual celebrations such as Top the Tater Days - a summer festival featuring a parade, live music, and the lighthearted "Kiss the Pig" contest - capture the City's small-town charm and big-hearted spirit. Seasonal favorites like the Spring Food Truck Festival, Music in the Park, and Storytime at the Park provide opportunities to enjoy local entertainment, food, and family fun in a relaxed setting. The City also rallies around charitable efforts like Toys for Town, an annual toy and meal drive organized by the Farmington Police Department to support children and families in need during the holiday season.

The City's trails and green spaces also double as venues for spontaneous gatherings, fitness challenges, and holiday events, reinforcing Farmington's culture of inclusion and community pride.

Whether you're looking to join a league, explore the outdoors, attend a community-wide celebration, or simply relax with neighbors, Farmington offers a warm and welcoming environment for residents to connect, play, and grow. With recreation woven into everyday life, the City continues to foster an active and engaged lifestyle that appeals to individuals and families alike.



POSITION ANNOUNCEMENT



Organization: City of Farmington, Minnesota

Position: City Administrator

Salary: \$167,000 to \$199,000

Benefits: Medical, HSA, VEBA, Retirement, Holiday Pay, PTO, and [more](#)

Application Deadline: July 14, 2025



Job Summary: The City Administrator oversees all municipal operations and strategic business of the City and ensures the effective delivery of City services. Reporting to the City Council, this position provides visionary leadership, advises on public policy, directs financial and administrative functions to promote efficiency, transparency, and long-term fiscal health, and is responsible for the proper administration of all affairs of the City. This role requires a forward-thinking leader committed to collaboration, innovation, and maintaining the City's reputation for excellence in governance and service delivery.

Minimum Qualification: Bachelor's degree in Public Administration, or related field, and eight (8) years related experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Apply: Visit <https://daviddrown.hiringplatform.com/318301-farmington-city-administrator/1210364-application-form/en> and complete the application process by July 14, 2025. Finalists will be selected on August 4, 2025, and final interviews will be held on August 27, 2025.

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



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