

CITY OF NEW RICHLAND **MINNESOTA**



CITY
ADMINISTRATOR

\$82,222 - \$107,286



is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: Direct all City operations to ensure effective and efficient operation of City Departments. Responsible for the annual budget process and policy recommendations. Communicate council decisions to appropriate staff. Enforce the laws, ordinances, and resolutions of the city as authorized by the City Council. Serve as the City's representative with other governmental agencies and private entities. Respond to citizen complaints either directly or through appropriate personnel.

Salary Range: \$82,222 - \$107,286

Minimum Qualifications: Bachelor's Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by September 8, 2025 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: September 8

Finalists selected: September 9-10

Interviews: October 8 & 9

Candidate selected: October 9

POSITION PROFILE

View the full position profile, job description, and benefits package at mnscsc.org/careers/government or newrichlandmn.gov.

SEND APPLICATION MATERIALS TO

Mike Humpal, CECD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: mhumpal@mnscsc.org



IDEAL CANDIDATE

Personal Characteristics

The City Council seeks an administrator with strong leadership and management skills, grounded in integrity, accountability, and ethical decision-making. The ideal candidate will be an effective communicator with excellent interpersonal skills, a collaborative mindset, and a commitment to community engagement. They should demonstrate strategic thinking, sound judgment, and a proactive approach to problem-solving. The council values adaptability, a willingness to listen to diverse perspectives, and the ability to respond to changing needs in a timely manner.

Technical & Management Skills

The City Council seeks an administrator with strong financial and organizational skills, including tax levy knowledge, municipal budgeting, capital planning, and grant acquisition. The ideal candidate will understand local government laws, infrastructure systems, and public meeting procedures. They should be skilled in project and data management, reporting, and delivering clear presentations. The council also values technological competence, a willingness to learn, and the ability to lead and build a team.

Top Priorities

The City Council seeks an administrator who can provide strong leadership and oversight while advancing key priorities over the next 1-3 years. These include continued road and street improvements, completing sewer lining, and guiding improvements to the treatment plant. Continue flood mitigation planning in coordination with county and state officials, securing grant funding, and driving strategic planning and implementation. Strengthening communication with residents and department heads to build public trust, supporting economic development efforts, and focusing on effective personnel management and staff retention are also top priorities.



THE POSITION

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Essential Functions

- Create annual operating, debt service, and capital expenditures budget
- Manage cash flow of operating, debt service, capital reserve, and enterprise funds, and approve expenditures up to \$2,000
- Create and manage an investment plan for the city
- Coordinates and develops short- and long-range plans pertaining to construction projects, and personnel programs
- Coordinates work of retained professionals such as engineers, financial advisors, city attorney, and other consultants
- Creates, implements, and administers personnel policies
- Supervises all city staff directly or indirectly through department heads
- Maintain personnel records
- Evaluate employee performance and budget for salary/wage increases accordingly
- Oversee hiring and disciplinary actions
- Address grievances of employees pursuant to the personnel handbook or union contract
- Final decision-making authority over conducting employee performance reviews, training others on work methods, coaching on performance issues, and assigning and prioritizing work, initial interviews, discipline including suspension
- Exercise recommendation authority over hiring, discharging, and rewarding
- Prepare agendas for city council and other committees (as needed)
- Prepare recommendations per agenda items
- Assist in facilitating consensus with council
- Perform research as necessary and invite retained professionals/consultants as needed
- Ensure meeting notices are posted, published, and mailed as required by law
- May facilitate other board meetings (Planning and Zoning Commission, Economic Development Authority, etc. during times of employee/member turnover

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Essential Functions

- Stay current on legislative activities and communicate with State representatives and Senators about impact of decisions on New Richland
- Attend meetings with groups such as the League of MN Cities, the MN Valley Council of Governments, and the Coalition of Greater Minnesota Cities
- Develop rapport with area city administrators, managers, and clerks as well as county commissioners and county staff
- Communicate with citizens in person, over the phone or via written correspondence
- From time to time, represent the city at civic organization meetings
- Manage codification of local ordinances
- Author new ordinances, submit to city attorney for legal review
- Keep codebook up to date
- Author resolutions and submit to city council for approval
- Supervise annual reporting that is required including, but not limited to: Outstanding Bonded Indebtedness, budget reports required from State, and County, Police and Fire Aid forms
- Ensure that city staff has current technology and social media platforms to execute their duties effectively
- Update computer software, hardware as needed as well as server/network and replace copier, printer, fax machine, etc. as needed
- Perform other duties as directed by the City Council or apparent to the incumbent

Required Knowledge, Skills, and Abilities

- Knowledge of budget, finance, accounting, payroll, and billing practices and procedures
- Knowledge of city ordinances, resolutions, and policies
- Knowledge of state and county election procedures and operations
- Knowledge of laws, rules, and regulations applicable to City government
- Knowledge of governmental processes, programs, and services
- Knowledge of leadership and management principles and practices as they apply to the public sector
- Knowledge of management, including personnel management and organizational development
- Knowledge of planning and zoning principles and practices as they apply to the public sector

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Required Knowledge, Skills, and Abilities

- Knowledge of economic development principles, practices, tools, financing programs and options and marketing
- Skills in forecasting operating and capital needs, and preparing/administering municipal budgets
- Skills in managing investments and utilizing available investment tools
- Skills in communicating, verbal and in writing, with a wide variety of groups and individuals, and skills in using an appropriate degree of tact, persuasion, and facilitation depending on the situation
- Skills in supervising subordinate personnel, fostering a team approach
- Skills in leadership, planning, and organizing, and the ability to establish goals and objectives that meet the organization's vision and mission
- Skills in analyzing complex data, exercising independent judgment, and preparing/presenting reports for decision-making purposes
- Skills in establishing and maintaining effective work relationships with a wide variety of groups and individuals
- Skills in being flexible and adapting to changing situations/priorities
- Ability to engage stakeholders, prepare, present, administer, and manage budgets
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public, making formal presentations
- Ability to research and analyze problems and issues, utilize appropriate resources, develop and evaluate options, and prepare recommendations and/or make appropriate decisions
- Ability to anticipate opportunities facing the city and design strategies to address
- Ability to supervise staff, delegate work, and plan and direct operations
- Ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively
- Ability to interpret policy decisions and guidelines and develop practical solutions and programs
- Ability to resolve or mediate conflicts and negotiate solutions

Machines, Tools, & Equipment

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

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Minimum Hiring Requirements

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in the hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

Bachelor's Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration

Preferred Qualifications (not all-inclusive)

Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation, might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process, and in a promotional context.

Master's Degree in Urban Studies, Public Administration, Business Administration, or related and two to five years' experience in local government administration

Working Conditions (summary only)

Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

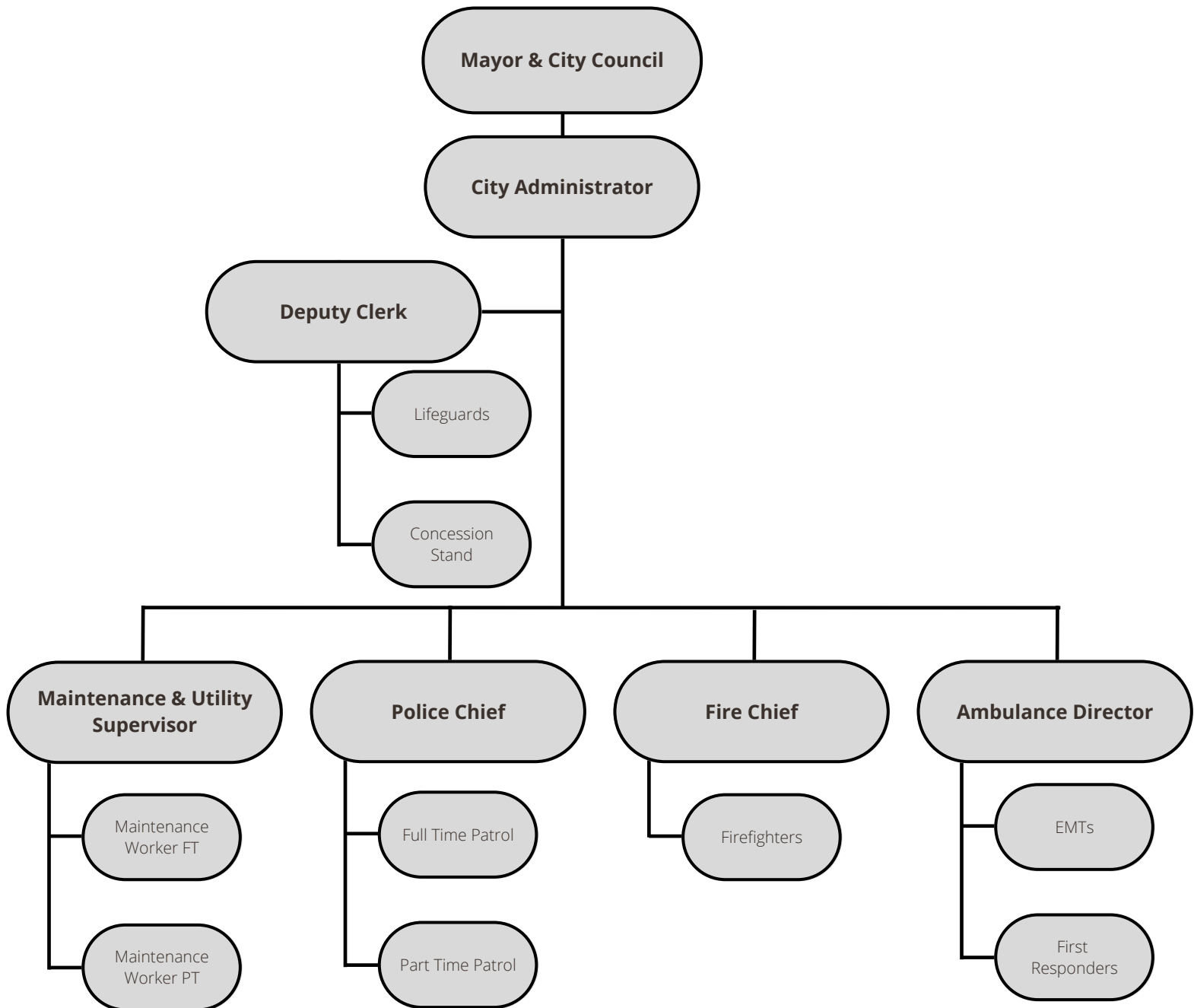
Work is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

The incumbent is subject to all working conditions of the Assistant City Clerk job class.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use, with proper safeguards & security measures, only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (Note: Refer any questions to the City Administrator)

ORGANIZATIONAL CHART



BUDGET

Revenues		
	2024 Projected Budget	2025 Projected Budget
General	\$877,895	\$993,192
Council	-	-
Administration	\$10,500	\$8,000
Police	\$28,750	\$36,850
Ambulance	\$159,200	\$146,660
Fire	\$33,500	\$36,000
Building Inspections	\$21,000	\$22,000
Civil Defense	-	-
Maintenance	\$2,900	\$1,900
Garbage	-	-
Nursing Home	\$160,000	\$195,000
Legion Field	-	\$2,500
St. Olaf	\$4,100	\$2,600
Summer Rec	-	-
Library	-	-
Total Revenues	\$1,297,845	\$1,444,702

Expenditures		
	2024 Projected Budget	2025 Projected Budget
Mayor & Council	\$14,700	\$13,627
Administration	\$248,315	\$268,160
Elections	\$4,000	-
Police	\$277,585	\$339,085
Ambulance	\$186,000	\$195,120
Fire	\$63,200	\$65,560
Building Inspections	\$15,100	\$15,230
Civil Defense	\$500	\$500
Maintenance	\$237,350	\$255,210
Garbage	\$37,000	\$40,000
Nursing Home	\$160,000	\$195,000
Legion Field	\$16,800	\$16,960
Skating Rink	\$150	\$150
St Olaf Lake	\$21,445	\$23,764
Summer Rec	-	-
Senior Citizens Bus	-	-
Library	\$15,700	\$16,336
EDA	-	-
Historic Preservation	-	-
Debt Service	-	-
Unallocated	-	-
Operating Transfers Out	-	-
Total Expenditures	\$1,297,845	\$1,444,702

OUR GOVERNMENT

The City Council of New Richland is composed of the mayor and four city council members elected to four-year terms.

New Richland's administration department acts as the operational hub of city government, supporting both elected officials and the community. The department ensures that policymaking by the mayor and council translates into effective, day-to-day municipal services.



Maintenance

New Richland Maintenance Department is led by the Maintenance and Utility Supervisor. The department also includes a full-time maintenance worker and two part-time maintenance workers. The department oversees an array of critical city functions, including the upkeep of all roadways and alleys, snow removal, storm sewer maintenance, and the operation of water services. They're also tasked with maintaining city-owned buildings and amenities.



OUR GOVERNMENT



The New Richland Police Department is staffed by a Police Chief, two full-time police officers, and a part-time officer. Operating 24/7 for emergencies and non-emergencies, they serve the citizens of New Richland. Beyond public safety and crime prevention, the department actively engages with the community.



The New Richland Fire Department is headed by a Fire Chief and staffed by approximately 25 volunteer firefighters. It proudly offers fire protection not only for New Richland city limits but also for the surrounding area. This dedicated force ensures community preparedness through training, live-burn drills, and active participation in public safety events.



The New Richland Community Ambulance is a volunteer-staffed EMS team, comprising 10-15 trained EMTs and first responders, led by an Ambulance Director and Assistant Director. The department maintains readiness for emergency medical calls across the New Richland area.

OUR COMMUNITY

New Richland is located in Waseca County in southern Minnesota and spans approximately 1.21 square miles. The city is conveniently situated along State Highway 30, providing easy access to nearby communities.

New Richland traces its origins to 1856-57 when Norwegian settlers first arrived in the township, drawn by fertile farmland along the Le Sueur River. The city of New Richland was formally platted in August 1877 following the arrival of the Minneapolis & St. Louis Railroad, a development that spurred rapid growth. Named after New Richland Township, the town quickly blossomed into a bustling community; early merchants opened stores and services such as banks, blacksmiths, hotels, a flour mill, a creamery, and even a newspaper.

From humble farmland roots to a thriving small city, New Richland's story is one of determination, community, and enduring hometown pride.

DEMOGRAPHICS

Distribution by Race		Distribution by Age	
White	96.4%	0 to 19	25.7%*
Some Other / Two or More Races	3.1%	20 to 39	23.9%*
Black or African American	0.5%	40 to 59	18%*
American Indian & Alaskan Native	0%	60 and over	32.2%*
Asian	0%		
Total	100.0%		
Hispanic (all races)		Total Population: 1,229	

Educational Achievements & Other Statistics	
High School or Higher	80%
Bachelor's Degree or Higher	15.1%
Median Age – New Richland	40.9
Median Age – Minnesota	39.1
Median Household Income – New Richland	\$62,841
Median Household Income – Minnesota	\$85,086
Poverty Rate	5.7%

*Estimated
Source: US Census Bureau



LIVING & WORKING

New Richland offers a steady and diverse employment landscape that reflects the community's resilience, strong work ethic, and commitment to economic stability.

With an employment rate of 59.5%, the city supports a wide range of job opportunities, particularly in manufacturing, healthcare, and retail, sectors that form the backbone of its local economy. This variety helps ensure stability and continued growth across both traditional and emerging industries.

Residents enjoy an average commute time of 26.3 minutes, and the majority drive alone to work. However, data also shows a mix of remote workers, carpoolers, and individuals who walk, demonstrating flexibility and convenience in how residents get to work each day.

Employment is largely concentrated in the private sector, with nearly 70% of the workforce employed by private companies.

Government positions and self-employment also contribute meaningfully to the city's labor force, offering opportunities for individuals in public service, entrepreneurship, and nonprofit roles. Manufacturing alone counts for over a quarter of the city's jobs, highlighting New Richland's role in regional production economy. Educational services and healthcare follow closely behind, supporting both economic and community well-being.

Employment

Industry	
Manufacturing	25.6%
Educational services, and health care and social assistance	20.8%
Retail trade	13.7%
Finance and insurance, and real estate and rental and leasing	7.5%
Construction	6.3%
Other services, except public administration	6.3%
Professional, scientific, and management, and administrative and waste management services	4.8%
Public administration	4.4%
Agriculture, forestry, fishing and hunting, and mining	4.0%
Transportation and warehousing, and utilities	3.4%

Class of Worker	
Employee of private company workers	69.6%
Local, state, and federal government workers	12.7%
Self-employed in own not incorporated business workers and unpaid family workers	7.3%
Private not-for-profit wage and salary workers	5.6%
Self-employed in own incorporated business workers	4.8%

Other Employment Statistics	
Employment Rate	59.5%
Average Commute Time – New Richland	26.3 minutes
Average Commute Time – Minnesota	22.7 minutes
Means of Transportation – Drove Alone	79.1%
Means of Transportation – Carpool	9.9%
Means of Transportation – Work Remote	6.4%
Means of Transportation – Walked	4.3%
Means of Transportation – Public Transportation	0.4%

Source: US Census Bureau

LIVING & WORKING

New Richland-Hartland-Ellendale-Geneva (NRHEG) school district serves the communities of New Richland, Hartland, Ellendale, and Geneva through two school sites.

An elementary school is located in Ellendale and the secondary school is in New Richland. The district is committed to providing a high-quality education in a supportive and inclusive environment, where all students are encouraged to reach their full potential. With a focus on academic excellence and student well-being, NRHEG offers modern facilities, innovative instruction, and a culture that values lifelong learning.

Students benefit from a wide range of extracurricular opportunities, including athletics, fine arts, and academic clubs that promote leadership, collaboration, and personal development. The district also supports early childhood education and community-based programming designed to engage learners of all ages. Grounded in community pride and partnership, NRHEG continues to adapt and grow to meet the changing needs of its students and families.

Housing

Housing Value		Housing Units	
Less than \$50,000	3.6%	Occupied housing units	468
\$50,000 to \$99,999	22.7%	Vacant housing units	49
\$100,000 to \$149,999	38.2%	Total	517
\$150,000 to \$199,999	11.9%		
\$200,000 to \$299,999	20.8%	Homeownership Rate	
\$300,000 to \$499,999	1.7%	Homeownership Rate in New Richland	86.4%
\$500,000 or more	1.1%	Homeownership Rate in Minnesota	72%

Occupied Units Paying Rent		Financial Characteristics	
Less than \$500	43.9%	Median Gross Rent – New Richland	\$544.00
\$500 to \$999	33.3%	Median Gross Rent – Minnesota	\$1,264.00
\$1,000 to \$1,499	22.8%		

Source: US Census Bureau



PARKS & RECREATION



St. Olaf Lake Park, operated by the City of New Richland, is a scenic 91-acre lakeside facility located 3.5 miles northeast of town. The park features a public beach with lifeguards, a playground, covered pavilion, restroom facilities, volleyball court, grills, and nearby boat ramp and fishing pier, ideal for family outings and community events. With its picnic areas, swimming dock, and easy access to St. Olaf Lake's excellent fishing, the park offers a peaceful retreat that blends natural beauty with recreational amenities.



New Richland features a well-maintained ball diamond complex known as Legion Field. The facility includes one lighted baseball field and two lighted softball diamonds, along with amenities like a volleyball area, horseshoe pits, basketball court, playground, and a covered picnic shelter, perfect for family gatherings, rec league play, and community events. Legion Field hosts youth programs and has been a neighborhood hub for Little League and Legion baseball.



The Riverview Golf Course is a 9-hole public course equipped with a driving range, putting green, pro shop, and snack bar. Riverview serves as a relaxing outdoor venue with picturesque views of the surrounding Minnesota countryside.

AMENITIES



The New Richland Public Library, housed in the historic Odd Fellows Hall, is a valued branch of the Waseca-Le Sueur Regional Library System. The library offers an extensive collection of books, audiobooks, DVDs, magazines, board games, outdoor kits, and even Nintendo for checkout. Patrons enjoy free Wi-Fi and convenient access to statewide and digital resources, along with dynamic programming

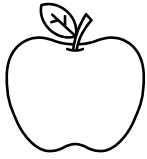


The New Richland Care Center, established in 1975 and owned by the city, is a 50-bed skilled nursing and residential care facility. Staffed by an experienced team offering both long-term and short-term nursing services, the center also provides physical, occupational, and speech therapy, as well as a Meals-on-Wheels program for the broader community.



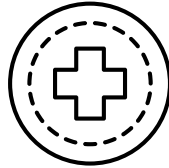
The annual New Richland Farm & City Days is the city's signature summer celebration, typically held in mid-July. Established over a century ago, originally known as Dairy Days, this long-running festival features a lively community-focused lineup: a weekend parade, live music and dancing, food stands and vendor booths, family-friendly activities, and more.

OUR COMMUNITY AT A GLANCE



Education

PreK-12 students in the New Richland area are served by the NRHEG School District.



Healthcare

New Richland Care Center is a 50-bed skilled nursing and residential care facility.



Housing

A total of 517 housing units with 468 units occupied. The homeownership rate is 86.4%. On average, monthly rent costs are \$544.00.



Demographics

The population in 2020 was 1,229, with a median age of 40.9.



Employment

Residents are employed in manufacturing, followed by educational services and health care, and social assistance industry.



Recreation

Families enjoy St. Olaf Lake Park, Riverview Golf Course and the popular Farm & City Days.



Infrastructure

New Richland's well-maintained infrastructure and convenient location along State Highway 30 provide easy access to surrounding communities and positions the city for continued growth and development.



Public Safety

The City prioritizes public safety with dedicated police, fire, and emergency services, ensuring a secure and well-protected community.

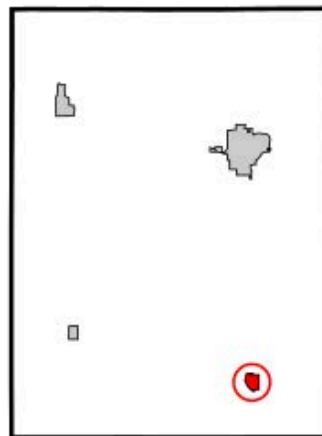


Civic Engagement

New Richland fosters strong civic engagement through active local governance, and community involvement in public meetings.



City of **New Richland** *Minnesota*



Address

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Connect with Us

www.newrichlandmn.gov