

THE CITY OF  
MANKATO, MINNESOTA



INVITES YOUR INTEREST IN THE POSITION OF  
DIRECTOR OF PUBLIC SAFETY



# MANKATO — AN OUTSTANDING OPPORTUNITY



## ABOUT MANKATO

Located in the scenic Minnesota River Valley and an hour and a half southwest of Minneapolis-St. Paul, Mankato is the centerpiece of a prosperous, progressive, and culturally rich Midwest agricultural region. Mankato has earned several livability awards, making it an excellent place to work, play, live and raise a family.

Mankato has a population of 45,995 with a contiguous urban population more than 100,000. The City has experienced continuous growth over the past decade, evolving into an important regional center that provides services to a population of 1.6 million within a 60-mile radius. Greater Mankato's strong, diverse economy is built around agriculture, manufacturing, health care, education, the service industry, technology and retail.

Mankato values and celebrates all residents and places a priority on providing services without regard to race, background, gender, age, preference or choice. A focus on racial equity and diversity is woven throughout the city's Strategic Plan. The City Council officially adopted the Greater Mankato Communities of Inclusion and increased funding to the Greater Mankato Diversity Council, further solidifying efforts to work toward a more inclusive community.

The City has all of the amenities and resources of a large city while at the same time providing the quality of life associated with small town America. Mankato is renowned for its natural beauty. Rivers, lakes, ravines, bluffs, natural prairies and forested areas offer breathtaking landscapes and provide a scenic backdrop for an area of rich cultural heritage steeped in historical significance.

The public K-12 school system is ranked nationally and provides the highest quality education to students of Mankato and four nearby cities. There are ten elementary schools, two middle schools, and two high schools in the district. Mankato also has four parochial schools and an alternative high school, all providing outstanding education opportunities. The school system is rich in diversity with more than 50 different languages, including Spanish, Somali and Sudanese, spoken throughout the district.

The greater Mankato area hosts five superb higher education institutions including Minnesota State University, the second largest university in Minnesota by enrollment with 15,000 students. With an annual operating budget of over \$200 million, Minnesota State provides a net economic benefit of over \$452 million annually to the region and is one of the largest employers in the Mankato area. Mankato values the

strong international student population of more than 1,200 students from 92 countries at the University. These students significantly enrich the community through their diverse talents, backgrounds and experiences.

Mankato's residents enjoy superior health care provided by Mayo Clinic Health System and the Mankato Clinic, both of which are also major employers for the region. The City maintains more than 600 acres of parks and recreation areas providing outdoor opportunities for all ages and interest levels. The Minnesota River valley and area lakes allow a broad range of outdoor activities including biking, skiing, kayaking, fishing and boating. As a regional arts center, residents enjoy national touring artists, a symphony orchestra, and a culture rich in heritage, historical significance and art.

Mankato is a thriving and progressive regional center with a small-town feel, deep roots, and a rich history of community pride and civic engagement. For the past ten years, Mankato has been one of the top performing communities in the Midwest and has been recognized as one of the best small cities in America. These qualities will continue to be key assets as the City shapes what promises to be a bright and exciting future.



## ABOUT THE CITY GOVERNMENT

The City of Mankato is a Home Rule Charter city with the Council/Manager form of government. The City Council consists of the Mayor, Council President who is elected at large, and five ward Council members, all with staggered terms.

The City has an annual budget exceeding \$155 million. The 2024 General Fund Budget is \$35 million, whereas Public Safety makes up over 19 million of the overall General Fund Budget. The annual Public Safety capital improvement budget typically reaches \$1 million. The City maintains a stable AA bond credit rating.

## ABOUT THE MANKATO PUBLIC SAFETY DEPARTMENT

The Public Safety department consists of police, fire and emergency management services and works to reduce crime, provide a sense of safety and security, and improve the quality of life for those who visit, live and work in the City of Mankato and the region.

- Public Safety department has 150 employees
- In 2023 the total calls for service were 29,495

### Budget

Public Safety's budget is used to fund:

- Police services
- Fire services
- Administrative services
- Emergency management
- Facility expenses

The budget also includes revenues such as:

- Grants • License fees • Court fines • Miscellaneous revenues

A majority of Public Safety's budget is used to fund salaries and benefits of full and part-time employees. These amounts are determined by City policy and labor contracts where applicable. The remaining budget is used for items, such as training, supplies and contractual services.

## THE IDEAL CANDIDATE

The new Director of Public Safety will be a dedicated and ethical team player who can quickly gain the confidence of the community, department staff, elected officials, and business owners. The Director of Public Safety must possess the ability to build community trust through the development of partnerships with stakeholders, utilizing proven public safety best practices, and being accessible to Mankato citizens. As a key member of the City Manager's Leadership Team, the ideal candidate will demonstrate the ability to embrace change and help guide the community and the department through challenges and opportunities of a growing community. The successful candidate will be expected to bring a vision of excellence, gain credibility and provide consistency in delivery of public safety services, promote diversity in the department, and motivate others to provide outstanding services to the community. The ideal candidate must possess highly developed communication and listening skills with an ability to perform well under pressure and meet deadlines. The successful candidate will have in-depth knowledge and experience in the management of a municipal police and/or fire department, providing a high level of community engagement and advanced public safety and problem-solving practices; and be able to work collaboratively with the other departments within the city.



## Minimum Qualifications of Education and Experience

- Bachelor's degree from an accredited college or university with course work in criminal justice, fire science, emergency management, business administration, public administration, law enforcement, or related discipline.
- Six (6) years of progressively increasing administrative responsibility for a recognized fire, police, emergency management or public safety department. with a minimum of three (3) years responsible experience in a command position as a department head, chief, deputy, captain/ commander or equivalent in a municipal, county or state public safety agency.

OR

- Associate degree from an accredited college or university with course work in criminal justice, fire science, business administration, public administration, law enforcement, emergency management or related discipline.
- Ten (10) years of progressively increasing administrative responsibility for a recognized fire, police, emergency management or public safety department, with a minimum of three (3) years responsible experience in a command position as a department head, chief, deputy, captain/ commander or equivalent in a municipal, county or state public safety agency.

OR

- Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may be substituted for the above requirements.

AND

- Eligible for licensure as a Peace Officer in the State of Minnesota, or certification of meeting the Accreditation Standards for Fire Fighter II or director level accreditation from Homeland Security and Emergency Management (HSEM). (exception may be made by City Manager for highly qualified professional).
- Must possess a valid driver's license and be able to drive in the state of Minnesota.





## ABOUT THE POSITION

The Director of Public Safety provides for the overall administration, strategic planning and financial oversight of the public safety department. This position also plans, organizes, directs and administers all police, fire and emergency management functions and staff. The public safety director represents the department and plays a key role in forging partnerships and engaging the community and staff by delivering programs that add value by contributing to a safe and secure environment for all residents, businesses and guests.

### Primary Essential Work Functions:

#### Leadership

- Leads, supervises and develops staff in a manner that inspires professionalism, strong inter- and intradepartmental communication, team building and alignment with city values.
- Fosters a respectful workplace culture and champions diversity, equity and inclusion.
- Demonstrates inspirational leadership, promotes collaboration at all levels and empowers staff to be innovative decision-makers.
- Uses data and continuous improvement methods to drive employees' work and achieve results.
- Provides effective management by appropriate supervision, delegation, coaching, and training.
- Develops short- and long-range plans for licensure and staff development.
- Participates in professional organizations and implements best practices where appropriate.
- Provides feedback through formal and informal performance management.

#### Management

- Works closely with the Engagement and Communications Department to keep all audiences aware and informed about developing situations and Public Safety in general.
- Serves as an active participant on the senior leadership team and advisor to the city manager.
- Works to ensure collaboration and efficient delivery of services are delivered across all departments.
- Monitors and controls operations and expenditures of departmental functions.
- Coordinates the preparation and implementation of the public safety annual budget with appropriate documentation for submission to the city manager.
- Establishes judicious and prudent budget priorities.
- Partners with other government jurisdictions, commissions, professional and private organizations on public safety initiatives.
- Directs the operations planning and implementation of programs; monitors program performance and implements needed improvements.
- Develops policies and procedures to ensure purchasing and contracting best practices are used.



- Formulates and Initiates realistic departmental short- and long-range goals within the context of priorities established by the City Manager and the City Council.
- Provides leadership and oversight to all public safety services to ensure effective operation of the department in compliance with administrative policies and procedures.
- Communicates and reports to City Manager while keeping appropriate public officials and department personnel informed in pertinent areas.
- Establishes, within city policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Projects a positive, public service image by promoting cooperative relationships interdepartmentally and between Public Safety Department employees and community service groups.
- Supervises in a major emergency or internal conflict within the department.
- Keeps current on new developments in legislation, law enforcement, criminal justice, fire suppression and government regulations which affect safety operations.
- The position works with the Public Safety Advisory Committee.

## Conditions of Employment:

- If the Public Safety Director is also serving as police chief, that individual must be licensed under the rules and regulations of the Minnesota Boards of Peace Officers Standards and Training (P.O.S.T).
- Must possess a valid license to drive in the State of Minnesota or be able to obtain one within sixty (60) days of employment.
- If the Public Safety Director is also serving as a fire chief, that individual must meet the licensing requirements of Minnesota Statute, Section 299N.04 within one year of hire.
- Must satisfactorily complete a background investigation, physical examination, and drug and alcohol testing.
- Must satisfactorily complete psychological evaluation from a licensed psychologist.
- Must maintain a primary residence within sixty (60) minutes; drive to the Public Safety Center driving under normal conditions and posted speed limits within one (1) year of employment.

A full copy of the Director of Public Safety job description can be viewed on the City of Mankato website – [governmentjobs.com](http://governmentjobs.com)



