



City Administrator

City of Austin, Minnesota



Austin, Minnesota Welcomes You!

Nestled along the Cedar River in southeastern Minnesota, Austin is a vibrant community of approximately 26,000 residents that combines small-town character with strong local connections, diverse opportunities, and an exceptional quality of life.

Strategically located at the intersection of Interstate 90 and U.S. Highway 218, Austin offers convenient access to Rochester, the Twin Cities, and the surrounding region while retaining the warmth, identity, and sense of community that have shaped the city for generations.

Austin's economy is built on a diverse foundation of manufacturing, healthcare, agriculture, education, entrepreneurship, and locally owned businesses. As the home of Hormel Foods Corporation's world headquarters, Austin benefits from the stability and visibility of a major employer while continuing to attract investment, expand housing, strengthen its workforce, and create new opportunities for residents and businesses alike. The community is also home to The Hormel Institute, the University of Minnesota's internationally recognized cancer research center, reflecting Austin's connection to innovation, research, and healthcare advancement.

Education is one of Austin's defining strengths. Austin Public Schools serves more than 5,000 students and employs more than 800 dedicated professionals in an inclusive, forward-looking learning environment. Together with Riverland Community College and strong workforce development partnerships, Austin offers cradle-to-career learning pathways that support student success, workforce readiness, and the needs of the regional economy.

Austin also offers a wide range of recreational, cultural, and community amenities. Residents enjoy the nationally recognized J.C. Hormel Nature Center, more than 30 parks, an extensive trail system, East Side Lake, Mill Pond, golf courses, athletic facilities, and year-round events that bring the community together. The city is also home to the SPAM® Museum, a vibrant arts community, locally owned restaurants and shops, and festivals that celebrate Austin's heritage, diversity, and community spirit.

What truly sets Austin apart is the strength of its people and partnerships. Residents support local businesses, volunteer in meaningful ways, invest in their neighborhoods, and work alongside major community partners — including The Hormel Foundation, Hormel Foods Corporation, The Hormel Institute, Austin Public Schools, Mower County, the Development Corporation of Austin, and many local organizations — to advance shared priorities and create lasting impact. As Austin continues to strengthen its downtown, neighborhoods, parks, infrastructure, and economic development efforts, the community remains focused on thoughtful growth while preserving the genuine character that makes it feel like home.

Austin is a community with momentum, offering more than a place to build a career—it offers the opportunity to help shape the future of a community that values innovation, collaboration, and public service. It is a place where leaders can make a lasting difference while enjoying an exceptional quality of life.



A WELCOMING COMMUNITY

Where neighbors
become friends.



ROOTED IN AGRICULTURE

Building on a proud
heritage.



EDUCATION FROM CRADLE TO CAREER

Preparing students
for every future.



QUALITY HEALTHCARE & WELL-BEING

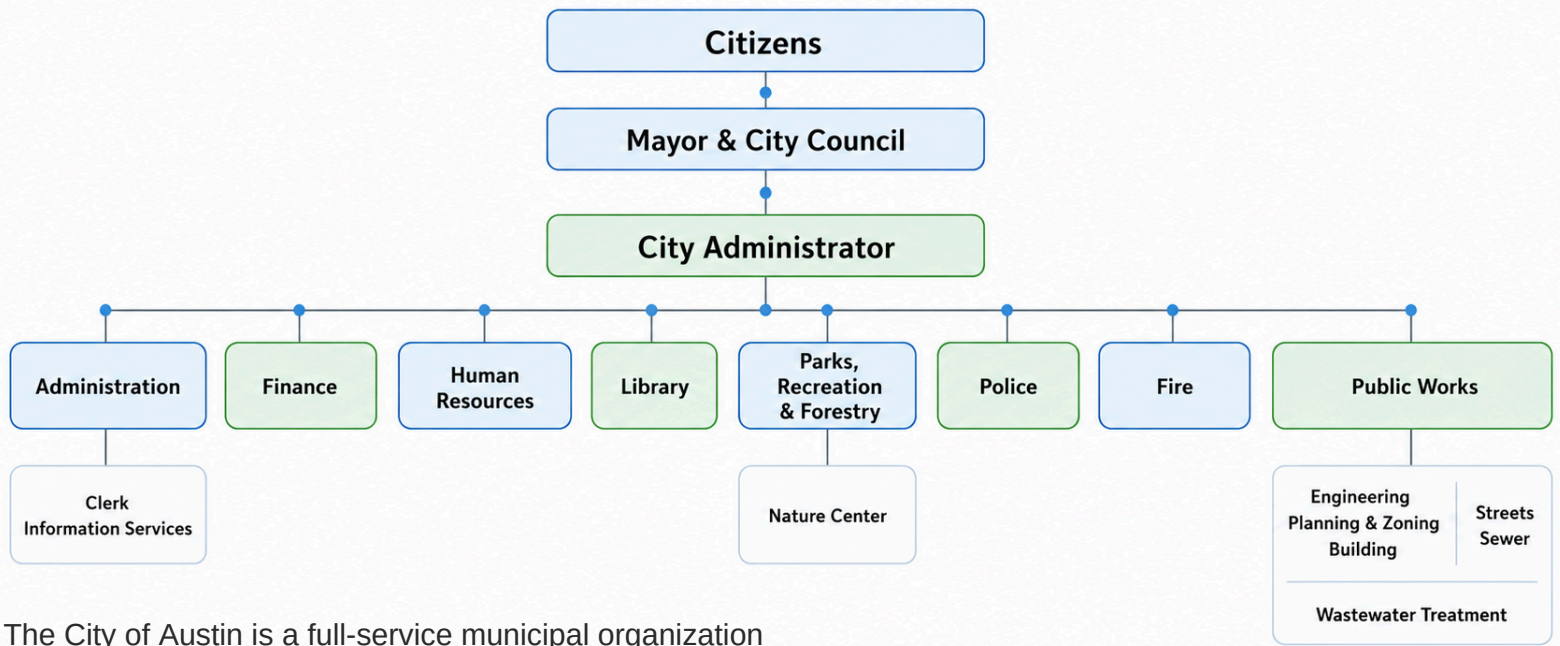
Access to care
close to home.



INNOVATIVE INDUSTRIES. GLOBAL IMPACT.

Local roots with a
worldwide reach.

About the Organization



The City of Austin is a full-service municipal organization responsible for the day-to-day services, infrastructure, public safety, and community facilities that support residents, businesses, and visitors. The city operates under a Home Rule Charter with a Mayor and seven-member City Council, including two representatives from each ward and one at-large member.

The organization includes approximately 145 regular full-time and part-time employees, with additional seasonal employees supporting operations throughout the year.

Organization At A Glance

145 Employees
90 - 120 Annual Seasonal Employees
8 Department Leaders
8 Bargaining Units
Home Rule Charter
Council-Administrator Government

Austin provides a broad range of municipal services for a community of its size. City services include administration, finance, human resources, police, fire, public works, engineering, planning and zoning, parks and recreation, forestry, library services, airport operations, stormwater management, and wastewater treatment.

Public safety is provided through a full-time Police Department and a Fire Department comprised of fulltime and paid on-call personnel. The City also maintains significant public infrastructure, including streets, parks, trails, stormwater systems, wastewater facilities, municipal buildings, and the Austin Municipal Airport. The City's systems support residents, businesses, and major industrial employers, reflecting the complexity and operational scope of a full-service municipal organization.

These responsibilities require long-term planning, sound financial management, and strong coordination across departments to ensure services are delivered efficiently while positioning the community for future needs.

Austin's organization is hands-on, service-driven, and closely connected to the community. Employees are expected to solve problems, work across departments, and provide practical service to residents. For a City Administrator, Austin offers the opportunity to lead an organization with meaningful daily responsibilities, visible community impact, and room to continue improving how services are planned, delivered, and communicated.

Leading a Full-Service City

Fiscal Profile

- 2026 Total Budget - \$51.6 Million
- Investment Portfolio - \$46.7 Million
- 2026 Tax Levy - 7.5%
- Moody's Bond Rating - Aa2
- 2026 Capital Projects Fund - \$1,771,000
- Major Capital Investment - \$100 Million Wastewater Treatment Plant Expansion
- 2026 Hormel Foundation Grants Received - \$866,500

Austin's financial position reflects careful planning, stable reserves, and continued investment in the services and infrastructure needed to support the community's future.

A Strong Tradition of Community Investment

Austin benefits from the presence of The Hormel Foundation, one of Minnesota's largest private foundations and a long-standing partner in the community's success. Since 1941, the Foundation has invested more than \$229 million in charitable, educational, scientific, and community initiatives throughout the Austin area. Its continued support helps strengthen healthcare, education, public amenities, economic development, and quality-of-life opportunities for current and future generations.



Economic Development Leadership

Austin Port Authority

One of the unique responsibilities of the City Administrator is serving as the Executive Director of the Austin Port Authority.

Established in 1987, the Port Authority promotes economic development, redevelopment, business retention, and investment throughout the community. Working closely with the Development Corporation of Austin (DCA), the Port Authority partners with businesses, developers, and regional organizations to strengthen Austin's economy and support long-term community growth.

Austin's long-term vision embraces thoughtful growth through reinvestment in neighborhoods and downtown, expanded housing choices, economic vitality, recreational amenities, environmental stewardship, and strategic infrastructure improvements. The community is committed to preserving the character residents value while creating opportunities for future generations.



The City Administrator serves as the chief administrative officer for the City, leading day-to-day operations while helping align elected officials, employees, businesses, institutional partners, and residents around shared priorities. In Austin, this role requires more than managing services; it requires a leader who can build trusted relationships, connect major community assets, advance strategic partnerships, and help turn Austin's significant potential into visible results for the community.

The Leader We're Seeking

A City Administrator who values people, builds trust,
and work collaboratively to move Austin forward

Collaborative Leadership

- Servant leader
- Builds trust throughout the organization
- Supports and empowers department directors
- Promotes teamwork across departments
- Models professionalism and respect

Communication & Relationships

- Open, transparent communicator
- Visible and accessible throughout the organization
- Connects the Council and staff to the community
- Effective and engaged listener
- Focuses on both internal and external communication

Character & Integrity

- Honest and ethical
- Fair, respectful, and approachable
- Open-minded and objective
- Thoughtful and accountable
- Patient, yet decisive

Developing People

- Invests in employee growth
- Builds future leaders
- Encourages collaboration and learning
- Strengthens morale and engagement
- Creates a positive workplace culture

Strategic Leadership

- Provides organizational direction
- Supports sound financial decisions
- Understands economic development
- Focuses on long-term planning
- Values diversity of perspectives

Community Focus

- Engaged and visible in the community
- Builds public trust
- Encourages community involvement
- Strengthens relationships
- Keeps Austin moving forward



Leadership Responsibilities

This role is broad, hands-on, and deeply rewarding.
Here's what your days will look like:



LEADING THE ORGANIZATION

- Responsible for day-to-day operations
- Translate vision into action
- Keep departments aligned, united, and accountable
- Represent Austin in regional partnerships and intergovernmental work



SERVING THE COMMUNITY

- Build strong relationships with residents, businesses, and community partners
- Improve communication and community engagement
- Enhance public trust and confidence in City government
- Represent Austin professionally and positively



BUILDING & SUPPORTING YOUR TEAM

- Lead and empower department heads and staff
- Set clear expectations and remove barriers
- Foster collaboration and teamwork
- Create a positive culture that attracts and retains great people
- Invest in employee growth and development



IMPROVING & INNOVATING

- Lead organizational planning and continuous improvement
- Review policies, procedures, and systems for effectiveness
- Leverage technology and data to improve service delivery
- Oversee special projects that move Austin forward



STEWARDING PUBLIC RESOURCES

- Prepare and manage the annual budget
- Guide capital planning and long-term financial strategy
- Monitor revenues, expenditures, and organizational resources
- Ensure responsible stewardship and fiscal sustainability
- Communicate financial decisions clearly and transparently



DRIVING ECONOMIC DEVELOPMENT

- Serve as Executive Director of the Austin Port Authority
- Partner with the Development Corporation of Austin (DCA)
- Support business attraction, retention, and expansion
- Advance redevelopment and expand the tax base

Shaping Austin's Future

The next leader of Austin will step into a community with real momentum and meaningful opportunities to make a lasting impact. One of the new City Administrator's early opportunities will be leading a mission, vision, and values process that builds on Austin's strengths, aligns the organization, and helps guide important priorities in the years ahead.

Financial Leadership & Sustainability

Austin is financially healthy, and the next City Administrator will play a key role in keeping it that way. This includes guiding long-term financial planning, identifying efficiencies, clearly communicating budget decisions, and ensuring public resources are used responsibly to serve the community.



Organizational Excellence

Austin has dedicated employees and strong department leaders. The next City Administrator will be expected to invest in that team by strengthening workplace culture, supporting employee development, improving recruitment and retention, and modernizing internal systems and processes.

Capital Planning & Infrastructure

Austin will continue to face important decisions involving infrastructure, facilities, equipment, and long-term capital needs. The next City Administrator will help prioritize these investments, plan responsibly, and balance community needs with fiscal discipline.



Strategic Growth & Development

Economic development remains a major priority. The next City Administrator will work with the Austin Port Authority, Development Corporation of Austin, City Council, staff, and community partners to grow the tax base, support business development, guide land use decisions, and encourage thoughtful community growth.

Community Trust & Engagement

The next City Administrator will also play an important role in strengthening public trust by being visible, accessible, and engaged. Clear communication, community outreach, and positive relationships with residents, businesses, employees, and partner organizations will be essential to Austin's continued success.

Your Next Chapter Starts Here



The Opportunity

Austin is seeking an experienced, collaborative, and service-oriented leader to become its next City Administrator and Executive Director of the Austin Port Authority. This is an exceptional opportunity to lead a full-service municipal organization, partner with an engaged City Council, and help shape the future of one of southeastern Minnesota's most vibrant communities.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field.
- Five years of progressively responsible local government management experience.
- Demonstrated experience in municipal finance, budgeting, and organizational leadership.

Preferred Qualifications

- Master's degree in Public Administration, Business Administration, or related field.
- Experience working with elected officials.
- Economic development experience.
- Experience leading organizational culture and employee engagement.
- Strong communication and relationship-building skills.

Compensation & Benefits

Salary range up to **\$212,326**

Starting range: Based on qualifications and experience. Salary and benefits negotiable.

Competitive benefits package offered includes:

- Health insurance
- HSA/FSA
- Dental & Vision
- Life insurance
- Deferred Compensation contribution
- PERA Pension
- Paid Leave
- Car Allowance
- Moving Allowance

Recruitment Details and Timeline

Candidates are invited to apply through the City's website at <https://www.ci.austin.mn.us/cityadmin> by **August 9, 2026**.

First-round interviews are expected to occur the week of **August 31**, with final interviews anticipated on **September 16-17, 2026**.

Questions regarding the position or recruitment process may be directed to Dave Unmacht at dunmacht@ci.austin.mn.us or 612-202-2391

Lead with purpose. Serve with integrity. Build Austin's future.