



BLAINE, MINNESOTA
ASSISTANT
FINANCE DIRECTOR



CITY OF BLAINE, MINNESOTA

ASSISTANT FINANCE DIRECTOR

THE COMMUNITY

Blaine is a rapidly growing metropolitan community and is situated eleven miles north of downtown Minneapolis along Interstate 35W and Highways 10 and 65. Blaine encompasses thirty-four square miles with a population of 73,546 that is expected to reach 85,000 by 2030. It is the largest city in Anoka County and the 9th largest city in Minnesota. Blaine has grown from a smaller rural community to a vibrant and booming business and commercial center.

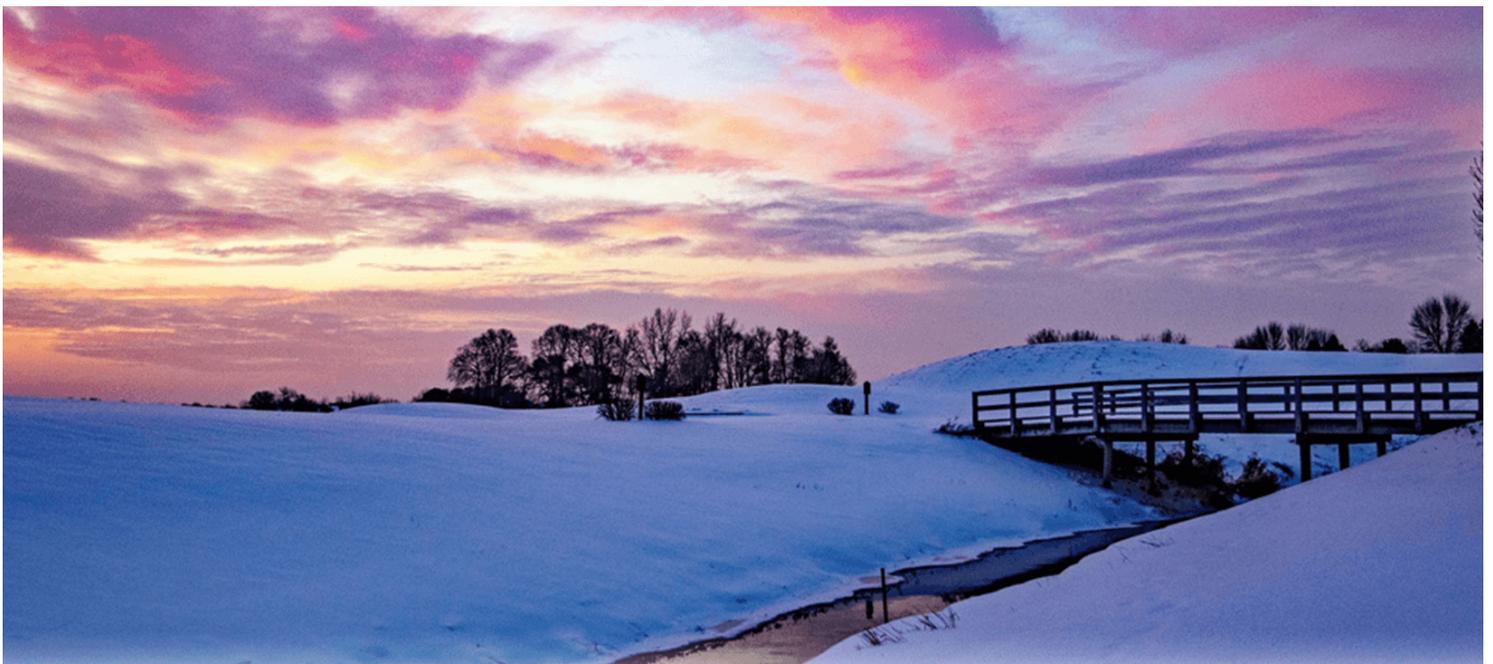
Blaine has over 2.5 million square feet of commercial development making it a regional hub for retail activity in the north metro area. Shopping options include Northtown Mall, National Market Center, Northcourt Commons Victory Village, and Village of Blaine. Blaine is home to 1,500 businesses, including the corporate headquarters of Aveda Corporation, Bermo, Inc., Dayton Rogers Manufacturing Company, and Infinite Campus, a software development company. The Anoka County Airport, located in Blaine, is the Metro Area's busiest reliever airport.

Blaine is also home to Minnesota's Olympic-class training facility, the National Sports Center (NSC). The NSC is host to the Target USA Cup, which brings over 1,150 teams each summer from across the globe. Also, the NSC has the Super Rink, eight sheets under one roof. The NSC draws over four million people to Blaine

each year. In 2000, the City saw the opening of the new Tournament Players Club (TPC) of the Twin Cities, a private 18-hole professional golf course, designed and owned by the PGA. This course is home to the 3M Open, a PGA Tour event that attracts 100,000 spectators annually. Also in Blaine is the Four Season's Curling Club, an Olympic training facility for curling.

The City of Blaine has sixty-six parks encompassing 753 acres of land. Blaine has many larger community parks that contain major athletic facilities, picnic areas and natural environment resources characteristic of Blaine. Over seventy-five miles of trail corridors interconnect parks, schools, and open spaces. There is also an extensive City-County trail system with connections to County parks, pool facilities, campgrounds, and nature parks. Blaine has 826 acres of open space land which includes 521 acres for the Blaine Wetland Sanctuary.

The City of Blaine is served by three school districts (Anoka-Hennepin #11, Centennial #12, and Spring Lake Park #16) with 12,000 local students, as well as one community college. The University of Minnesota, the University of St. Thomas and six other colleges/universities are within easy commuting distance from Blaine.



CITY GOVERNMENT

The City of Blaine operates as a Home-Rule Charter City and is governed under the Council-Manager form of government. The City Council is a seven-member elected body with the mayor elected at-large for a four-year term. Councilmembers are elected for four-year staggered terms on a Ward basis. The City has three Council Wards with two councilmembers representing each district. Only one of the two ward representatives is up for re-election in any given year. The Mayor and Council are elected on a non-partisan basis.

The City Council appoints the City Manager who serves as the City's Chief Administrative Officer. The Council delegates operational authority to the City Manager who, in turn, delegates specific functional authority and budgetary responsibility to department heads in accordance with the City Charter and Council Policies. There are six (6) administrative departments that report to the City Manager: Administration, Community Development, Engineering, Finance, Public Works, and Public Safety Services.

Several commissions and committees also support municipal governance including, but not limited to, the Charter Commission, Parks Advisory Board, Planning Commission, Senior Advisory Committee, Natural Resource Conversation Board, and Special Board of Review.

The City has a general fund budget of \$50 million, which includes support for 278 FTEs. The 2025-29 Capital Improvement Plan (CIP) anticipates \$160.8 million in projects over five years, with \$29.7 million budgeted in 2025.

The City has also adopted the following organizational values that guide the work for the employees and leaders:

- Professionalism
- Respect
- Integrity
- Innovation



BLAINE BY THE NUMBERS

Population – 73,774

Land Area (sq. miles) – 34

Number of households: 25,092

Median Age – 37.6

Median Home Value - \$327,500

Median Household Income - \$103,382

11 Miles from Downtown Minneapolis

DEMOGRAPHICS

White Alone, non-Latinx, 77.02%

Asian alone, non-Latinx, 8.55%

Black alone, non-Latinx 5.81%

Hispanic or Latinx, 5.05%

More than one race, non-Latinx, 2.93%

American Indian alone, non-Latinx, 0.54%



THE POSITION AND EXPECTATIONS

Under the general direction of the Finance Director, this position participates in broad policy matters affecting finance and assists in planning, organizing, and directing the financial activities of the City. This position oversees and leads the divisions of the Finance Department, including Accounting, Budget & Capital Planning, and Utility Billing. Specific areas of oversight include leading the planning, development, coordination and preparation of the annual operating budget, five-year capital improvement plan (CIP) and annual financial report, and preparing special analyses, reports and studies as requested. This role also creates, implements, reviews and updates financial policies and procedures.

The Assistant Finance Director will have the opportunity to help shape the direction of the Finance Department as it leans into the implementation of new system technologies and builds upon an intentional culture of internal and external customer service. Additionally, due to new hiring, there is a unique opportunity to realign some departmental duties to best fit the interests and strengths of its employees.

CANDIDATE REQUIREMENTS

- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, or related field.
- Five years of professional finance experience.
- Three years supervisory experience within finance is preferred.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) desired but not required.

THE IDEAL CANDIDATE WILL BE:

- A collaborative leader and team member, able to form cooperative working relationships with a wide variety of internal and external stakeholders.
- An analytical thinker, yet able to adapt and pivot, as necessary.
- An approachable leader and team member, able to develop, mentor and coach team members.
- An excellent communicator with strong written and verbal communication skills.
- Highly responsive to customer needs, both internal and external.
- Proficient in the implementation and use of financial information systems.
- Knowledgeable and up to date with best practices for public finance.



COMPENSATION AND BENEFITS

The salary range for the position is \$127,920 to \$156,728. The full salary range extends to \$166,254. The City of Blaine provides a comprehensive benefits package including City contribution to medical insurance, life insurance, sick and vacation accruals. Voluntary benefits include long and short term disability, dental, vision, supplemental life and 457 and tuition reimbursement.

HOW TO APPLY

This position is open until filled and applications will be reviewed as they are received. Applicants are encouraged to apply at once but no later than February 7, 2025. Interested candidates should apply online with resume, cover letter and contact information for five work-related references at [GovHRJobs.com](https://www.govhrjobs.com) to the attention of Charlene Stevens, MGT Vice President, Tel: 320-262-0303 and/or Ellen Hiniker, MGT Approved Independent Executive Recruiter, Tel: (651) 338-0531. Interviews with the City of Blaine are anticipated for mid-March. The City of Blaine, Minnesota is an Equal Opportunity Employer

The logo for MGT, consisting of the letters 'MGT' in a bold, white, sans-serif font. The letter 'G' is stylized with a blue square at its bottom right corner, creating a 3D effect.