ANNOUNCEMENT

Lake Crystal, Minnesota is seeking a City Administrator

**General Duties:** Plans and directs the administration of City functions to ensure efficient municipal services. Is responsible for coordinating activities with all Department Heads, the City Attorney, and the City Engineer. Makes recommendations in areas of policies, staffing and expenditures where City Council or Public Utilities Commission action is required. Coordinates all economic development activities according to the policies of the City Council. This job is a full-time exempt position reporting directly to the Mayor and City Council. Salary will be based upon education and experience.

**Salary Range:** $75,500 to $100,900; excellent benefits package (PERA, 11 paid holidays and two half days for Christmas and New Year’s Eve, Vacation/Sick/Personal days, Health Insurance 100% paid by employer for single coverage and 80% for family, and much more) depending on background and experience.

**Minimum Qualifications:** A Bachelor’s degree in Public Administration or related field, three–five years of experience in municipal government supervisory or leadership position, equivalent combination of education and experience. Preferred qualifications include a master’s degree in Public Administration, Urban Studies, or related field, previous experience as a City/County Administrator or Utility Manager, experience in community development, finance, or human resources, and experience working with an electric utility.

**APPLICATION PROCEDURE**

To be considered for this position, an applicant’s file must be completed and received by February 21, 2022, and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

**SELECTION TIMELINE**

Application deadline: 02/21/22, 4:30 pm
Finalists selected: 03/07/22
Interviews conducted: 04/04/22–04/05/22
Candidate selected: 04/11/22

Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.

**POSITION PROFILE**

View the full position profile at [www.lakecrystalmn.org](http://www.lakecrystalmn.org) and [www.mnscsc.org/ccoga](http://www.mnscsc.org/ccoga)

**SEND APPLICATION MATERIALS TO**

Mike Humpal, CEC
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive
North Mankato, MN  56002

Office: 507-389-5107
Mobile: 507-236-7651
Email: mhumpal@mnscsc.org

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