



Byron, Minnesota is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: This position is responsible for the administration of all City departments and to carry out the directives and policies as set by the Byron City Council.

Salary Range: \$120,000 to \$145,000. Excellent benefits package: Health Insurance – Each employee can choose from Family or Single coverage under our Medica Health Plans. Two plans are available depending on your preferred network. All employee contributions are pre-taxed; Public Employees Retirement Association of Minnesota (PERA); Short-Term and Long-Term Disability; 11 paid holidays.

Minimum Qualifications: Graduation from an accredited four-year college or university with a degree in public administration, political science, urban studies, business management or a closely related field and more than five (5) years' experience in municipal government functions, including three (3) of those years in a leadership or supervisory role. Previous experience in city administration is essential.

Preferred Qualifications:

- A Master's degree from an accredited college or university.
- Knowledge of computer applications and the ability to learn/operate software.
- Written, verbal and public communication skills.
- Valid Minnesota driver's license or the ability to obtain one in a reasonable period.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by May 13, 2022, and must contain:

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

SELECTION TIMELINE

Application deadline: 05/13/22, 4:30 pm

Finalists selected: 06/20/22

Interviews conducted: 06/27–06/28/22

Candidate selected: 06/28/22

POSITION PROFILE

View the full position profile at byronmn.com and mncsc.org/ccoga

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
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 South Central Service Cooperative
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 North Mankato, MN 56002

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