



## Claremont, Minnesota is seeking a City Administrator

### ANNOUNCEMENT

**General Duties:** This position serves at the pleasure and under the direction and guidance of the City Council. Responsibilities include serving as chief administrative officer of the city, general administration, budgeting, financial management, economic development and carrying out the directives of the city council. Qualified applicants should possess a degree in public administration, accounting, business administration, or a related field and have two to three years of experience, preferably in local government public service. Related management experience in a complex organization providing a broad variety of functions and services may be substituted.

**Salary Range:** \$50,000 to \$65,000; depending on qualifications.

**Minimum Qualifications:** Bachelor's degree in public administration, or community and regional planning, with two-year's experience is preferred, or any combination of a bachelor's degree in accounting, business, or planning is acceptable to meet the minimum qualifications. A full job description can be viewed at [www.mnscsc.org/ccoga](http://www.mnscsc.org/ccoga) and [www.claremontmn.com](http://www.claremontmn.com).

#### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by January 9, 2022, and must contain:

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

#### SELECTION TIMELINE

Application deadline: 01/09/22, 4:30 pm

Finalists selected: 02/04/22

Interviews: 02/14—02/15/22

Candidate selected: 02/16—02/21/22

#### POSITION PROFILE

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

#### SEND APPLICATION MATERIALS TO

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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.