

# CITY OF MADISON LAKE JOB POSTING

## CITY ADMINISTRATOR

Under the supervision of the City Council, the City Administrator is responsible for directing the administration of the City, attending city council meetings, preparing reports and summaries, supervising City staff, preparing the City budget, managing Zoning Administration, and performing other related functions as assigned or apparent.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Public Administration, Urban Studies, Business Administration or related field. Experience in local government. Proficient with a personal computer and MSOFFICE Suite.

**MINIMUM QUALIFICATIONS:** At least five (5) years experience in local government administration. Working experience with a personal computer including Word and Excel. Experience in Fund Accounting and payroll.

**PREFERRED QUALIFICATIONS:** At least two (2) years' experience in local government management. Master's Degree in Public Administration, Urban Studies, Business Administration or related field. Supervision experience. Two (2) years in community development, accounting, finance, or human resources and grant writing.

**CONDITIONS OF EMPLOYMENT:** Must possess a valid driver's license. Must successfully pass a reference and background check. Must comply with organizational and departmental policies and procedures.

**SALARY RANGE:** \$66,934 to \$80,350 per year, depending on qualifications, benefits which include: 10 paid holidays, paid vacation, sick leave, retirement, voluntary deferred compensation, City Paid Health Insurance and Life Insurance for the employee

**FIRST REVIEW OF APPLICATIONS:** Application materials are due on or before March 21st at 12:00 p.m. The position will be open until filled. Interviews are anticipated on March 30 unless other arrangements are made.

**APPLICATION INFORMATION:** To view job description and print an application, go to: <https://www.ci.madison-lake.mn.us>

(Résumés alone not accepted. All applicants must fill out a City of Madison Lake application form.)

Or contact:  
Jeff Shoobridge, City Administrator  
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Email: [admin@madisonlakemn.gov](mailto:admin@madisonlakemn.gov)