

Position Announcement

City: Nowthen, Minnesota

Position: City Administrator

Salary: \$95,000 to \$120,000

Application Deadline: 05/31/2022

Job Summary: Under the direction of the Mayor and City Council, serves as chief administrative official with overall responsibility to manage the daily operations of the administration department and oversee all other City functions; oversees City finances and coordinates the preparation and administration of Council-approved annual budget; oversees the general administration of special projects, and communications of the City. Regularly interacts with department heads and employees to ensure programs and services are administered with effectiveness and efficiency.

View the full position profile at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications: AA (Associate of Arts) or AS (Associate of Science) Degree, or other associate degree or related experience, and two years' experience in municipal government or a related level of experience. Desired qualifications include a bachelor's degree in Public or Business Administration, Urban & Regional Studies, or another related field, five years' experience in municipal government, experience in community/economic development, human resources, public financing, and/or planning and zoning at a decision-making level, and extensive experience working as the primary support person to a locally elected body.

Apply: Visit <https://daviddrown.hiringplatform.com/103001-nowthen-city-administrator/340228-application-form/en> and complete the application process by May 31, 2022. Finalists will be selected on June 16, 2022, and final interviews will be held on July 11, 2022.

Please direct any questions to pat@daviddrown.com or 612-920-3320 x116.