St. Charles, Minnesota is seeking a City Administrator

ANNOUNCEMENT

General Duties: Under limited direction, this position performs administrative and management work and is responsible for organizing, directing, and coordinating City government operations in accordance with policies and administrative direction provided by the Mayor and City Council. This position acts as the chief administrative officer for the City and shall control and direct the administration of the City's affairs.

Salary Range: $81,570 - $101,963; COLA 3% 2023, 3% 2024

Minimum Qualifications: To carry out this position successfully, an individual must be able to satisfactorily perform each essential function. The requirements listed below are representative of the formal education, experience and training required.

- **Education:** Four-year Bachelor's Degree in Public Administration with a focus in Accounting, Finance, or related field.
- **Experience:** Seven years of experience with proven capabilities in leadership, problem solving, strategic thinking, and knowledge of governmental operations.
- **Trainings, Certificates, and Licenses:** Possess a valid Minnesota driver's license.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by October 12, 2022, and must contain:

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

SELECTION TIMELINE

Application deadline: 10/12/22, 4:30 pm

Finalists selected: 11/21/22

Interviews: 12/5 – 12/6/22

Candidate selected: 12/13/22

POSITION PROFILE

View the full position profile at www.stcharlesmn.org and www.mnscsc.org/ccoga.

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

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

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