

# Position Announcement

**City:** Waverly, Minnesota

**Position:** City Administrator/Clerk

**Salary:** \$80,000 to \$100,000

**Application Deadline:** May 5, 2024

**Job Summary:** As the Chief Administrative Officer of the City, the City Administrator/Clerk provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Administrator/Clerk assumes the statutory duties of the Clerk.

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

**Minimum Qualifications:** Bachelor's Degree in Public or Business Administration, or related field, a minimum of two years of experience in municipal government administration in a leadership position, or equivalent combination of education, training, and experience. A master's degree in Public Administration, Finance, Business, or equivalent is preferred.

**Apply:** Visit <https://daviddrown.hiringplatform.com/208087-waverly-city-administrator-clerk/853006-application-form/en> and complete the application process by May 5, 2024. Finalists will be selected on May 22, 2024, and final interviews will be held on June 17, 2024. The start date will be August 1, 2024.

Please direct any questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.