

The City Administrator oversees city-wide operations, ensuring compliance with local, state, and federal policies. In partnership with the City Council, the Administrator sets strategic goals and fosters a productive, high-morale organizational climate. This role supervises department heads, reviews and recommends updates to ordinances and procedures, and implements local improvement initiatives. It involves public relations, community engagement, and safety program development. The Administrator leads efforts in finance, HR, public safety, utilities, economic and community development, and capital improvements. They design internal financial controls, assist departments with budgeting, and propose financial strategies. Additionally, the Administrator supports boards, commissions, and committees, and collaborates with the Crookston Development Authority to plan and execute economic and community development projects. Strong leadership and administrative skills are essential for driving operational excellence across departments. Full Job Description available on city website.

**To Apply:** Please submit a resume, cover letter, and list of professional references to [HR@crookston.mn.us](mailto:HR@crookston.mn.us).

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