

# **CITY OF ROCKVILLE**

## **MINNESOTA**



**CITY ADMINISTRATOR/  
CLERK**

**\$95,000.00 - \$125,500.00**



# is seeking a City Administrator/Clerk

## ANNOUNCEMENT

**Job Purpose & Scope:** Provides overall direction and coordination for City planning, and administration and operation of all City offices, to ensure quality municipal services are provided to the citizens of Rockville, consistent with the goals, objectives and policies approved by the City Council. Provides a channel for communication between City Council, City departments, and all other City-related boards, commissions and contractors to ensure effective planning and results. The City Administrator/Clerk is accountable for all matters related to the operation of the City. The Mayor and City Council notwithstanding, this position has supervisory responsibility over all employees, including full-time, part-time, seasonal, temporary and volunteer employees; contract employees or other contractors; and consultants.

**Salary Range:** \$95,000.00 - \$125,500.00

**Minimum Qualifications:** A Bachelor's Degree in public administration, political science, community development, business, finance, or related field and three years of responsible public sector administrative and supervisory experience or a Bachelor's Degree in one of the above areas and five years of public sector professional experience which must have included supervisory experience and a valid Minnesota Class "D" Drivers License and previous administrative experience.

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by July 15, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

### SELECTION TIMELINE

Application deadline: July 15, 2026

Finalists selected: July 17, 2026

Interviews: Week of Aug 24, 2026

Candidate selected: Week of Aug 24, 2026

### **POSITION PROFILE**

View the full position profile, job description, and benefits package at [mncsc.org/careers/government](https://mncsc.org/careers/government) or [rockvillemn.gov](https://rockvillemn.gov).

### **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@mncsc.org](mailto:mhumpal@mncsc.org)



# IDEAL CANDIDATE

## Personal Characteristics

The City of Rockville seeks a City Administrator who demonstrates integrity, professionalism, and sound ethical judgment in all aspects of leadership and decision-making. The ideal candidate will be an effective communicator and relationship builder who is personable, approachable, and trusted by residents, elected officials, staff, and community stakeholders. They should be highly organized, adaptable, and committed to continuous learning, with the ability to navigate changing circumstances, resolve conflicts constructively, and negotiate effectively while fostering collaboration and maintaining positive working relationships.

## Technical & Management Skills

Rockville seeks a City Administrator with strong public administration expertise and a thorough understanding of Minnesota local government, municipal laws, policies, and compliance. The ideal candidate will possess excellent communication, leadership, and team-building skills, with experience in staff supervision, human resources, labor relations, and organizational management. Desired skills also include experience in budgeting and financial management, data analysis and reporting, economic and community development, infrastructure and capital management, emergency and risk management, and an understanding of the roles and dynamics of volunteer fire departments. The successful candidate will be technologically proficient, adaptable to emerging technologies, and highly organized with the ability to manage priorities, projects, budgets, and meetings.

## Top Priorities

Over the next one to three years, Rockville City Council would like the City Administrator to maintain the City's financial stability while ensuring the effective delivery of public services, public safety, and infrastructure improvements. Key priorities include supporting responsible economic growth that preserves Rockville's small-town character, strengthening communication, transparency and public trust, and enhancing organizational effectiveness through strong leadership, governance practices, and resident engagement.



# THE POSITION

A full description and benefits package can be viewed at [mncsc.org/careers/government](https://mncsc.org/careers/government) and [www.rockvillemn.gov](https://www.rockvillemn.gov).

## **PURPOSE AND SCOPE**

Provides overall direction and coordination for City planning, and administration and operation of all City offices, to ensure quality municipal services are provided to the citizens of Rockville, consistent with the goals, objectives and policies approved by the City Council. Provides a channel for communication between City Council, City departments, and all other City-related boards, commissions and contractors to ensure effective planning and results. The City Administrator/Clerk is accountable for all matters related to the operation of the City. The Mayor and City Council notwithstanding, this position has supervisory responsibility over all employees, including full-time, part-time, seasonal, temporary and volunteer employees; contract employees or other contractors; and consultants.

## **ESSENTIAL DUTIES**

The listed examples may not include all duties performed by the person in this position.

### **1. Administrative staff for City Council**

- Supports the City Council in making informed decisions by conducting necessary research and providing agenda and support materials. Implements or oversees implementation of City Council decisions.
- Ensures that meeting notices, agendas, supporting materials and financial information is prepared and available.
- Attends and participates in regular and special meetings; records, distributes and maintains official record of City Council proceedings.
- Researches and supervises research into subjects of municipal concern such as housing, populations, zoning problems and any issue relevant to the City's operations. Ensures the City Council has sufficient background to make informed decisions. Keeps the City Council advised about future City needs, and provides recommendations and supporting data as needed for City planning and as requested by the City Council.
- Recommends new or modified policies regarding the City's physical properties, financial administration or personnel management, for review, adoption, or study by the City Council.
- Prepares correspondence, reports, ordinances, etc. on behalf of the City Council.
- Attests the Mayor's signature on official documents where required and maintains responsibility for the City Seal.
- Carries out other assignments as designated by the City Council.
- Maintains current city ordinance book with amendments.
- Maintains necessary liability insurance on city-owned buildings/property.

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## ESSENTIAL DUTIES (CONTINUED)

### 2. City Personnel Management

- Provides supervision of City personnel directly (department heads, Administration Office staff, and subcontractors) or indirectly through department heads to ensure quality of City services and satisfaction of City employees.
- Supervises all City staff, directly or indirectly through department supervisors: acts with authority for hiring, performance evaluation, severe disciplinary action, and dismissal of department heads and contractors, subject to approval of the City Council.
- Maintains open communication between all departments, meeting regularly with department heads and ensuring City Council approval, and maintains current personnel policies, ensuring that they meet legal requirements.
- Monitors labor/employee relations issues.
- Ensures personnel records are accurate and up-to-date.
- Develops long and short-range goals for City departments with department head participation, proposes implementation to the City Council and oversees their implementation.
- Coordinates and directs City department activities as the City Council requires.
- Responsible for administration office operations as well as supervision, training and performance evaluation.
- Administers the City's drug and alcohol testing program, serving as the *Employer's Designated Representative*.
- Develops and maintains current city personnel policies.
- Processes First Report of Injury forms and maintains the City's OSHA 200 Logs.
- Manages Workers' Compensation insurance; reporting of injury and claims process.
- Processes claims against the City's insurance carriers; including workers compensation, liability, and property insurance.
- Supervises personnel and benefit programs; works to resolve all employee benefit and payroll issues.

### 3. Financial Management

- Monitors/prepares the City budget and reports its financial status, capital improvement plan and capital equipment plan.
- Oversees the proposed annual fiscal budgets with the assistance of the Finance Director. Assists the City Council in developing the annual City budget by reviewing the previous year's budget, recommending adjustments, discussing financial issues with the City Council and drafting the final budget.

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## ESSENTIAL DUTIES (CONTINUED)

### 3. Financial Management (Continued)

- Performs all City accounting operations and recording. Directs all general, special and reserves accounting to ensure accuracy and up-to-date status of records and transactions.
- Researches and supervises preparation of the annual Capital Improvement Plan, Capital Equipment Plan.
- Audits all claims against the City, and takes appropriate action.
- Confers with the City Auditor on all matters affecting the integrity of the City's financial structure, systems, and ratings.
- Performs all tasks related to the administration of grant money; preparing and submitting reports, processing reimbursement requests and the like.
- Responsible for coordinating staff's effort to assist city auditors with annual audit.
- Principally responsible for the finances of the Rockville Fire Department service district and annual Fire Contract calculation.

### 4. Public Service and Information

- Ensures the City Administration Office and other departments provide customer service effectively and efficiently to citizens of Rockville and other constituents.
- Provides information and assistance to the public on request; answers City telephones.
- Maintains the public trust by ensuring all staff keep information confidential as appropriate.
- Serves as the City's public information representative; confers with the media and provides appropriate information, and speaks to requesting organizations.
- Oversees the City's website is adequately maintained and presents a positive image of the City.
- Coordinates primary, general and special elections in accordance with State and County requirements and applicable laws.

### 5. Liaison and Coordination

- Acts as liaison and coordinate activities involving City departments, boards and commissions, and government units and agencies.
- Coordinates the execution of all public improvements, maintenance and construction activities approved by the City Council with the Superintendent of Streets, Superintendent of Water and Sewer, Superintendent of Parks City Engineer, Attorney, Financial Consultant and contractors.
- Confers with all department heads to assist in implementation of City Council plans, procedures and regulations relating to the security of Rockville's citizens.

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## ESSENTIAL DUTIES (CONTINUED)

### 6. Legal Duties

- As Zoning Administrator - supervises issuance of zoning and building permits, organization of public hearings, and documentation of Planning Commission actions; and activates requests for variances, rezoning and special use permits.
- Review plans for new plats and site plans to ensure they comply with City ordinances and policies.
- Primarily responsible for maintaining the city address system; making and recording changes as necessary and developing addresses for new developments.
- As public improvements administrator - establishes assessment rolls, organizes public hearing and, when approved, applies assessments to the tax rolls.
- Represents the City in court cases (i.e. small claims and litigation claims).
- Prepares required reports and files them with appropriate state, federal, and county offices.
- Performs duties and assumes responsibilities assigned to the City Clerk and Treasurer in Minnesota State Statutes and other applicable laws, rules, ordinances and policies.
- Signs liquor license renewal and applications; Signs cigarette license.

### 7. Purchasing

- Reviews all contracts between the City and vendors, agents, developers and others with the City attorney; keeping the City Council informed of issues and developments.
- Delegates and monitors bidding process, department purchase orders and purchasing and inventory control system.

### 8. Planning and Economic Development

- Researches and coordinates economic development activities.
- Responsible for coordinating economic development activities in the City of Rockville; evaluates potential projects, programs and services to determine feasibility and community impact; researches potential funding sources, and makes recommendations to the Council.
- Researches, proposes and coordinates implementation of long-range land use planning, including plans for orderly annexation, ensuring consistency with City development goals and comprehensive plan.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Excellent organizational skills with the ability to handle multiple projects with changing priorities.
2. Excellent verbal and written communication skills; i.e., people skills.
3. Strong PC skills (e.g., Word, Excel) and a thorough knowledge of office procedures.
4. Excellent knowledge of City programs, policies, and operations.
5. Considerable ability to establish effective working relationships with City staff, elected officials, and the general public.
6. Considerable ability to research and analyze data, determine alternatives, and make recommendations.
7. Considerable ability to read reports, correspondence, computer screens, and other documents.
8. Working knowledge of accounting and financial management, personnel law, and show a thorough understanding of the legal and technical aspects of the city government.

## **ADDITIONAL REQUIREMENTS**

1. Proven ability to maintain confidentiality.
2. Professional appearance (including apparel, grooming, and the like).
3. Strong organizational skills.

## **MINIMUM REQUIREMENTS**

1. A bachelor's degree in public administration, political science, community development, business finance, or a related field and three years of responsible public sector administrative and supervisory experience; or, have included supervisory experience; and,
2. A valid Minnesota Class "D" Driver's License; and,
3. Previous administrative experience.



# OUR GOVERNMENT

## City Administration

The City of Rockville operates under a mayor and city council form of government, with city administration overseeing daily operations, municipal services, and implementation of council policies. City Hall serves as the central hub for resident services, permits, licensing, and administrative functions.

Supporting the city's operations are Public Works and Maintenance, which manage streets, utilities, parks, and municipal facilities and Planning and Zoning, which guides land use, development and long-range community planning.



## Public Safety

Public safety services in Rockville are provided through the Rockville Volunteer Fire Department and the Stearns County Sheriff's Department. The Rockville Volunteer Fire Department is a dedicated team of trained volunteers who provide fire suppression, emergency response, rescue assistance, and public safety education. Law enforcement services are provided by the Stearns County Sheriff's Department, which delivers patrol services, crime prevention, and emergency response throughout Rockville.



# OUR COMMUNITY

Rockville is a growing community in southeastern Stearns County, Minnesota, located approximately 10 minutes west of St. Cloud near the intersection of Interstate 94 and State Highway 23.

The community is known for its scenic setting, including four lakes within the city limits, parks, trails, and a strong quality of life.

Rockville's roots date back to the mid-1850s when settlers established the community among the area's distinctive granite outcroppings. The city was platted in 1856 and named for the granite rock formations found along nearby streams and waterways. Granite quarrying played an important role in the community's early development and remains an important part of Rockville's identity today. In 2002, the City of Rockville expanded through the merger of the former City of Pleasant Lake and Rockville Township, creating the community that exists today.

## DEMOGRAPHICS

Distribution by Race Total Population: 2,382	
White	89.1%
Some Other / Two or More Races	10.3%
Black or African American	0.3%
Asian	0.2%
American Indian & Alaskan Native	0.1%
<b>Total</b>	<b>100.0%</b>
Hispanic (all races)	8.9%

Educational Achievements & Other Statistics	
High School or Higher	63.7%
Bachelor's Degree or Higher	30.9%
Median Age – Rockville	42.1
Median Age – Minnesota	39.2
Median Household Income – Rockville	\$105,329
Median Household Income – Minnesota	\$87,117
Poverty Rate	4.3%

Source: US Census Bureau



# LIVING & WORKING

**Rockville benefits from a stable and diverse workforce that reflects both its small-town character and its connection to the broader regional economy.**

Educational services, health care, and social assistance represent the largest employment sector, accounting for 23% of the workforce, followed by construction (14.9%), manufacturing (12.8%), and retail trade (10.1%). Additional employment is spread across service industries, finance and real estate, professional services, transportation, utilities, and public administration, contributing to a well-balanced local economy.

The community is primarily supported by private-sector employment, with 63.5% of workers employed by private companies. Rockville also demonstrates a strong entrepreneurial spirit, with more than 13% of works self-employed, while nonprofit organizations employ an additional 14.5% of the workforce. Government employment accounts for 8.7% of workers.

Rockville's employment rate is 71.6%, and residents enjoy commute times comparable to the statewide average. These trends reflect a workforce that is active, diverse, and connected to regional employment opportunities.

## Employment

Industry	
Educational services, and health care and social assistance	23.0%
Construction	14.9%
Manufacturing	12.8%
Retail trade	10.1%
Other services, except public administration	8.3%
Finance and insurance and real estate and rental and leasing	6.5%
Professional, scientific, and management, and administrative and waste management services	5.6%
Transportation and warehousing, and utilities	5.3%
Public Administration	4.7%
Arts, entertainment, and recreation, and accommodation and food services	4.1%

Class of Worker	
Employee of private company workers	63.5%
Private not-for-profit wage and salary workers	14.5%
Self-employed in own incorporated business workers	9.2%
Local, state, and federal government workers	8.7%
Self-employed in own not incorporated business workers and unpaid family workers	4.1%

Other Employment Statistics	
Employment Rate	71.6%
Average Commute Time – Rockville	23.5 minutes
Average Commute Time – Minnesota	22.7 minutes
Means of Transportation – Drove Alone	82.6%
Means of Transportation – Carpool	9.0%
Means of Transportation – Work Remote	7.7%
Means of Transportation – Public Transportation	0.7%

Source: US Census Bureau

# LIVING & WORKING

Rockville students are served by the ROCORI School District, a highly regarded public school system serving the communities of Rockville, Cold Spring, and Richmond.

The district includes John Clark Elementary School, located in Rockville, as well as two additional elementary schools, ROCORI High School, and an Alternative Learning Center that provides additional educational support for students with unique learning needs. The district is committed to fostering student learning, growth, and achievement while helping every child reach their full potential. In addition to strong academic programs, ROCORI students have access to a wide range of extracurricular opportunities, including athletics, arts, clubs, and activities.

## Housing

Housing Value		Housing Units	
Less than \$99,999	0.7%	Occupied housing units	897
\$100,000 to \$149,999	1.7%	Vacant housing units	160
\$150,000 to \$199,999	5.3%	Total	1,057
\$200,000 to \$299,999	21.3%		
\$300,000 to \$499,999	47.1%	<b>Homeownership Rate</b>	
\$500,000 to \$999,999	19.5%	Homeownership Rate in Rockville	90.0%
\$1,000,000 or more	4.3%	Homeownership Rate in Minnesota	71.6%

Occupied Units Paying Rent		Financial Characteristics	
\$500 to \$999	77.1%	Median Gross Rent – Rockville	\$815.00
\$1,000 to \$1,499	22.9%	Median Gross Rent – Minnesota	\$1,291.00

Source: US Census Bureau



John Clark Elementary School in Rockville

# PARKS & RECREATION



Rockville Community Park is a serene outdoor space perfect for family outings and recreational activities. The park features lush green lawns, walking trails, and picnic areas, making it an ideal spot for relaxation and social gatherings. With a playground for children and sports facilities for active visitors, it offers something for everyone to enjoy in a tranquil setting.



Eagle Park is an outdoor recreational area nestled in the heart of Rockville. The park offers a variety of activities for visitors to enjoy, including a fishing pier, canoe access, walking trails, picnic areas, and scenic views of the surrounding landscape. With a focus on preserving the natural beauty of the area, Eagle Park provides a peaceful escape for individuals and families looking to connect with nature and unwind in a tranquil setting. The park is also connected to Rockville County Park.



Lions Park is a popular community gathering place that offers scenic outdoor space, recreational amenities, and a welcoming environment for residents and visitors. The park serves as a hub for local events and activities, helping bring the community together throughout the year. One of the park's most popular attractions is the Music in the Park series, a beloved summer tradition.

# PARKS & RECREATION

## Community Ball Field

The Rockville Community Ball Field is a valued recreational facility that serves local athletes, families, and spectators. The ball field hosts youth baseball and softball games, community tournaments, and other outdoor activities throughout the year. The facility provides opportunities for recreation and community engagement while supporting local sports programs. The Community Ball Field plays an important role in promoting active lifestyles and bringing the Rockville community together.



## ROCORI Trail

The ROCORI Trail, named for the communities of Rockville, Cold Spring, and Richmond, includes a one-mile paved trail segment in Rockville that opened in 2009 during the reconstruction of Broadway Street/County Road 82. Located adjacent to the roadway, the trail provides convenient access to local neighborhoods, businesses, and City Hall. Future plans for the ROCORI Trail include connecting Rockville to Cold Spring and Richmond, creating expanded recreational opportunities throughout the region.



# AMENITIES



CentraCare–St. Cloud, located in St. Cloud, provides personalized, compassionate care for the people of Central Minnesota. As the largest health care facility in the region, St. Cloud Hospital offers a full spectrum of inpatient and outpatient services providing a variety of care options, including preventive health screenings and behavioral health counseling. CentraCare proudly stays up to date to meet the needs of the region as it continues to grow.

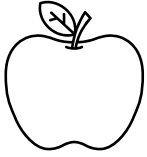


Rockville County Park is a 284-acre park located along the Sauk River and features diverse natural landscapes, including granite outcrops, hardwood forests, and wetlands. The park is open year-round from 6 a.m. to 11 p.m. and offers amenities such as hiking and horse trails, fishing, canoe access, picnic areas, camping, and access to snowmobile trails. Portions of the park contain natural communities recognized by the Minnesota County Biological Survey, as well as an active eagle nest. Rockville County Park is also connected to nearby Eagle Park.



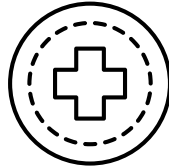
The Rockville Farmers Market is a seasonal community gathering place that connects residents and visitors with local farmers, growers, artisans, and small businesses. The market offers a variety of fresh produce, baked goods, handmade products, and other locally sourced items, supporting the region's agricultural heritage and local economy. Beyond shopping, the Farmers Market provides a welcoming atmosphere where community members can meet and socialize.

# OUR COMMUNITY AT A GLANCE



## Education

Rockville K-12 students are served by the ROCORI School District.



## Healthcare

Rockville residents seek care at CentraCare-St. Cloud.



## Housing

A total of 1,057 housing units with 897 units occupied. The homeownership rate is 90%. Median monthly rent costs are \$815.00.



## Demographics

The population in 2020 was 2,382, with a median age of 41.2.



## Employment

Residents are employed in a variety of industries, including education, healthcare, construction, and other industries throughout the surrounding area.



## Recreation

Rockville families enjoy parks, lakes, trails, Music in the Park, and the Farmers Market.



## Infrastructure

Rockville has reliable roads and utility services that support the community. Its location near major transportation routes provides easy access to nearby cities.



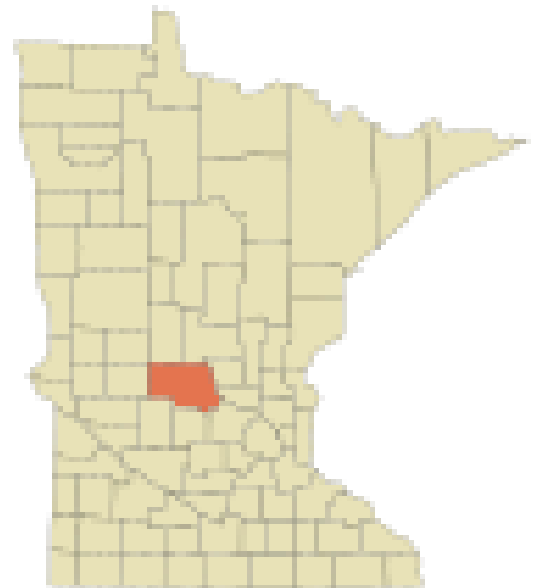
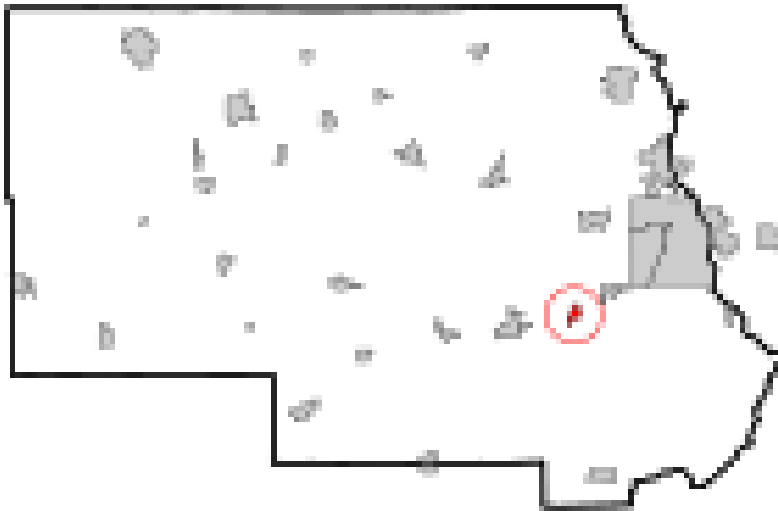
## Public Safety

The City prioritizes public safety utilizing the Stearns County Sheriff and a volunteer fire department to ensure a secure and well-protected community.



## Civic Engagement

Residents of Rockville actively participate in local events and community organizations. Civic engagement helps strengthen community connections and support local decision-making.



**Address**

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229 Broadway Street East, P.O. Box 93  
Rockville, MN 56369

**Telephone**

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320-251-5836

**Connect with Us**

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[www.rockvillemn.gov](http://www.rockvillemn.gov)