



# CITY ADMINISTRATOR

**CITY OF LAKE CRYSTAL, MINNESOTA**

**SALARY RANGE: \$87,713.60 - \$128,044.80**

# An Opportunity to Lead



## THE POSITION

The City Administrator oversees the city's daily operations and municipal resources, including budgeting, financial reporting, human resources, personnel policies, facilities, public works, public safety, parks, and utilities. The position coordinates with the City Council, Public Utilities Commission, department heads, and community members on city operations, economic development, capital improvement planning, grant administration, regulatory compliance, and long-term financial planning.

Salary: \$87,713.60 - \$128,044.80

## MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, or a related field; or an equivalent combination of education and experience. Three years of experience in human resources, personnel management, finance, or budgeting. Previous experience working in government, with strong analytical and communication skills.

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by November 19, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

### SELECTION TIMELINE

Application Deadline: November 19  
Finalists Selected: November 23  
Interviews: TBD  
Candidate Selected: TBD

### POSITION PROFILE

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

### SEND APPLICATION MATERIALS TO

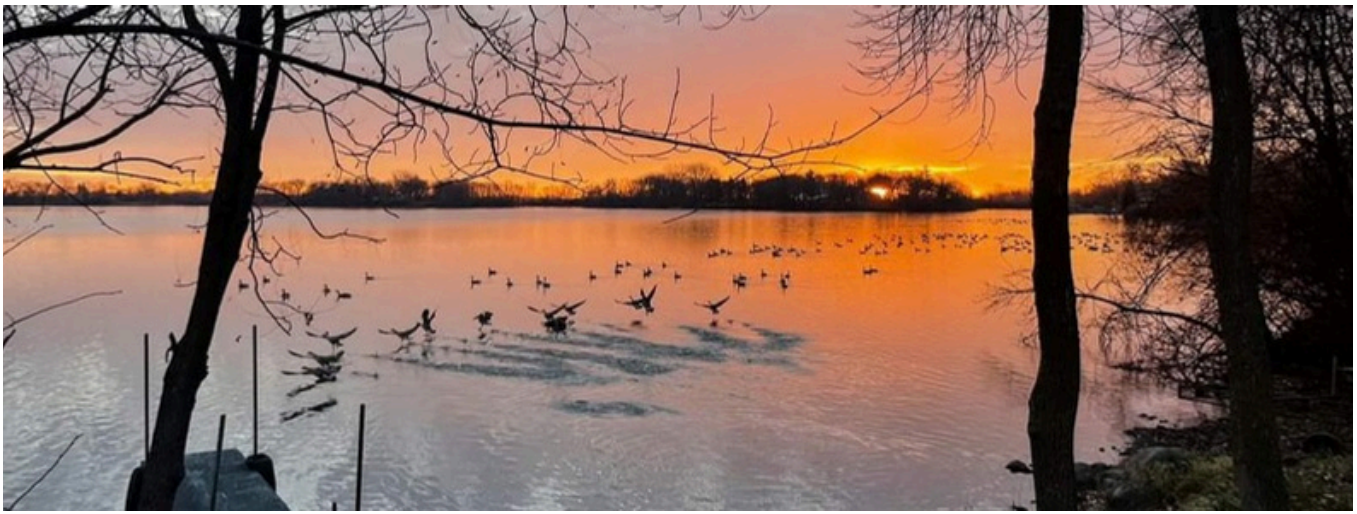
Mike Humpal, CEcD  
Manager, Local Government Solutions  
South Central Service Cooperative  
2075 Lookout Drive,  
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: [mhumpal@mnsccsc.org](mailto:mhumpal@mnsccsc.org)





## THE IDEAL CANDIDATE

The City of Lake Crystal seeks a strong, strategic, and community-minded City Administrator with proven leadership skills and sound judgment. The ideal candidate will be an effective communicator, skilled in financial management and budgeting, and experienced in grant writing and long-term planning.

Priorities for the City Administrator over the next one to three years include strengthening staff and department management and identifying cost-saving measures to support efficient city operations.

## ESSENTIAL DUTIES

The City Administrator oversees personnel policies, employee relations, recruitment, staffing, and labor negotiations across City and Utilities departments. The position supervises department operations, administrative and park staff, facilities, property, equipment, and records retention while ensuring compliance with applicable laws, policies, ordinances, and safety standards.

The City Administrator coordinates with the City Council, Public Utilities Commission (PUC), department heads, staff, residents, vendors, and outside agencies to establish operational goals and maintain effective communication. Responsibilities include preparing meeting materials, attending meetings, reporting on municipal finances, and serving as a liaison between the City, its commissions, and the community.

The position develops and recommends annual general fund and enterprise budgets, monitors financial documents and payroll, certifies tax levies, and plans capital improvement programs and long-term financial goals. Additional duties include researching and administering grants, completing required local, state, and federal reporting, and maintaining compliance with applicable regulations.

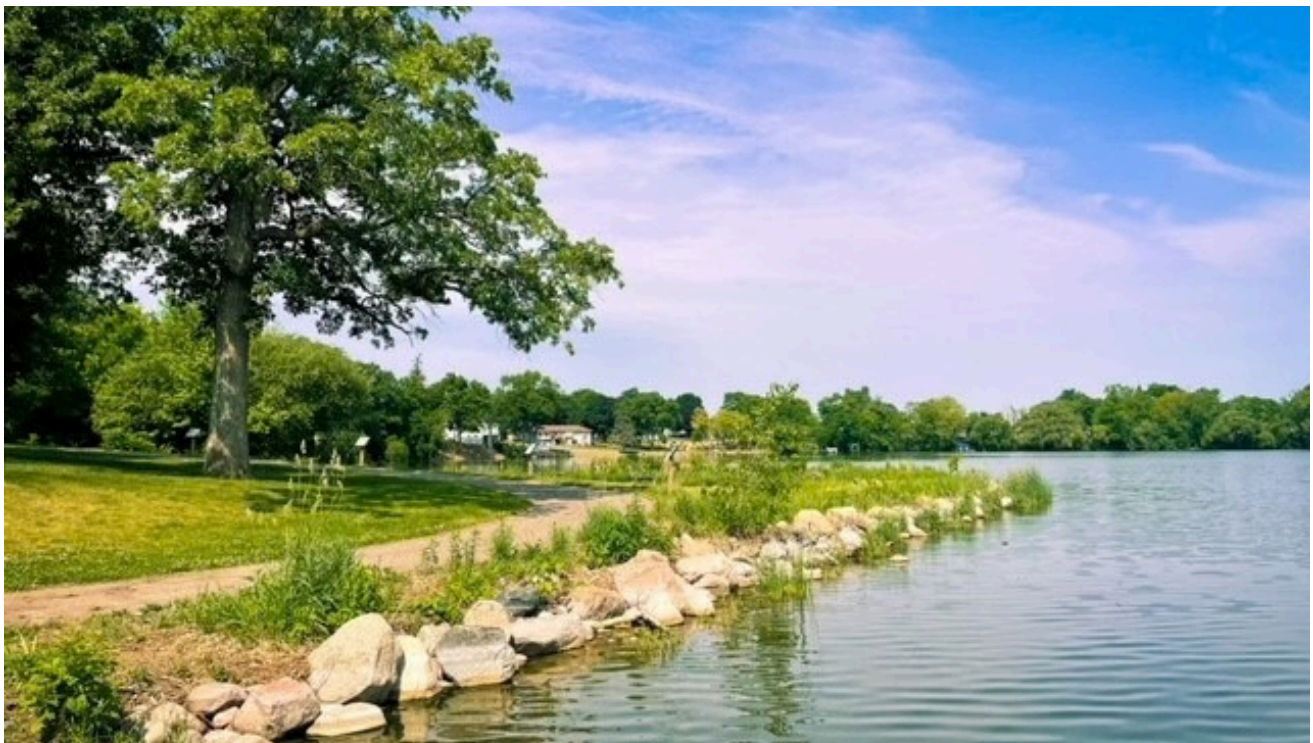
The City Administrator also supports zoning and land-use processes in coordination with the contracted zoning official, including reviewing requests, preparing public hearing notices, and addressing nuisance violations with the Police Department. The position oversees election administration, performs or delegates statutory clerk duties, and coordinates with the City Attorney and City Engineer to review ordinances, contracts, and other documents before presenting them to the City Council for approval. Other duties may be assigned by the City Council or PUC.

# REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of government budgeting and accounting.
- Ability to prepare, present, and administer budget proposals.
- Knowledge of human resources and labor laws.
- Ability to supervise and direct operations.
- Ability to research and analyze City operations, develop alternatives, and determine the costs, advantages, and disadvantages of various alternatives.
- Ability to operate a computer and effectively utilize software applications including but not limited to word processing, data base, and spread sheet, as well as current office management operating systems and programs.
- Ability to establish effective working relationships with elected officials, commission members, employees, and the general public.
- Ability to handle difficult public contacts effectively.
- Ability to communicate effectively in both oral and written communications.
- Must possess critical thinking skills.

# PREFERRED QUALIFICATIONS

M.A. Degree in Public Administration or related field. Previous experience in City administration is desirable. 5 or more years' experience in human resources, managing personnel, and/or finance and budgeting. Previous experience in City government. An equivalent combination of education and experience. Comprehensive knowledge of all phases of City administration and related management practices.



*A full job description can be viewed at [mnscsc.org/careers/government](https://mnscsc.org/careers/government) and [lakecrystalmn.org](https://lakecrystalmn.org)*

# About The City of Lake Crystal



## COMMUNITY OVERVIEW

Lake Crystal is a welcoming community in Blue Earth County, located 12 miles southwest of Mankato along Minnesota State Highway 60 and on the shores of Crystal Lake. Founded in the 1850s and incorporated in 1870, the city has grown while maintaining its small-town character and connection to its history. Residents enjoy quality schools, healthcare, local businesses, parks, lakes and recreational opportunities, with convenient access to Mankato and the Twin Cities. The Lake Crystal Economic Development Authority supports local businesses, attracts new development and partners with community organizations to strengthen the local economy.

## EDUCATION

Lake Crystal students are served by Lake Crystal Wellcome Memorial (LCWM) School District 2071, which serves approximately 950 PreK–12 students in Lake Crystal and surrounding communities. The district's mission is "Educating for Tomorrow's World," with a focus on educational excellence, integrity, respect, accountability and helping students reach their full potential. LCWM emphasizes collaboration among schools, families and the community and provides a safe, supportive learning environment through its elementary and secondary schools.

## EMPLOYMENT

Lake Crystal provides employment opportunities through local businesses, healthcare, education, retail, services, agriculture and other industries, with additional career opportunities available in nearby Mankato and surrounding communities. The Lake Crystal Economic Development Authority works to support existing businesses and attract new investment, helping create opportunities for continued economic growth. The city's location along Minnesota State Highway 60 and its proximity to Mankato provide convenient connections for residents, businesses and regional employers.

## RECREATION & COMMUNITY LIFE

Lake Crystal offers a variety of opportunities for recreation, fitness and community connection. The Lake Crystal Area Recreation Center features a fitness center, basketball and volleyball courts, elevated walking track and a 150,000-gallon swimming pool with lap lanes, children's areas, water slides and a spa, along with programming for all ages. Residents can also enjoy fishing and water recreation on Crystal Lake and Loon Lake, as well as parks throughout the community. Robinson Park, Marston Park and Jones Park offer playgrounds, athletic facilities, shelters, courts, an ice-skating rink and other amenities, providing opportunities for residents and families to stay active and enjoy time together.

### LAKE CRYSTAL QUICK FACTS

#### POPULATION

2,539

#### COUNTY

Blue  
Earth

#### PARKS

7

#### FOUNDED

1870

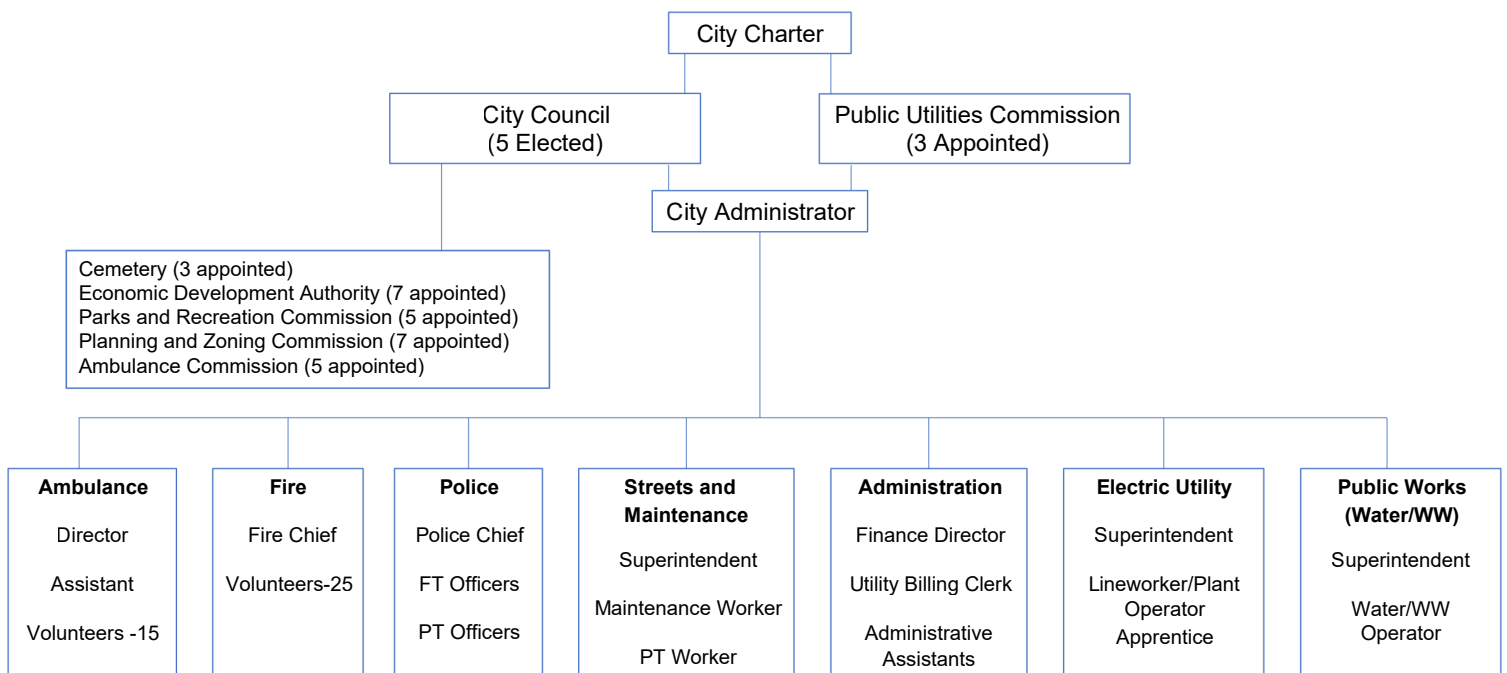
# City Government & Organization



## OUR GOVERNMENT

Lake Crystal operates a full-service municipal government providing a broad range of services to residents and the surrounding area. City administration oversees utility billing, zoning, public meetings and other municipal functions, while departments include electric, water and wastewater, street and maintenance, police and fire. The city also provides ambulance services and manages parks, streets, cemeteries, permitting, refuse and recycling, and other community facilities. The Lake Crystal Fire Department provides coverage across 122 square miles, including the cities of Lake Crystal, Garden City and Judson and surrounding townships. City Hall serves as a central point for administration and resident services, with departments working together to maintain infrastructure, provide public safety and deliver essential services.

City of Lake Crystal Organization Chart



# City Government & Organization (Continued)

Councilor Bierma introduced the following resolution and moved for its adoption:

## RESOLUTION 2620

### APPROVING THE 2027 PRELIMINARY TAX LEVY AND GENERAL FUND BUDGET

WHEREAS, the City of Lake Crystal has prepared its preliminary 2026 Tax Levy and General Fund Budget; and

WHEREAS, the City of Lake Crystal has established a Debt Service Fund to pay for general fund debt service obligations,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Crystal, County of Blue Earth, Minnesota, that the attached budget and the following sums of money be approved as the preliminary property tax levy payable 2026, upon the taxable property in the City of Lake Crystal, for the following purposes:

|                                               |                    |
|-----------------------------------------------|--------------------|
| <b>2026 Budget</b>                            |                    |
| Receipts from Tax Levy                        | 2,000,000          |
|                                               | 1,476,359          |
| Receipts from Sources other than Tax Levy     | <b>\$3,476,359</b> |
| Total General Fund Revenues                   |                    |
| General Government including debt service     | 1,052,701          |
| Public Safety                                 | 1,116,873          |
| Streets                                       | 683,843            |
| Sanitation and Waste                          | 219,450            |
| Parks and Recreation                          | 358,390            |
| Library                                       | 31,402             |
| Cemetery                                      | 13,700             |
| Total General Fund Expenditures               | <b>3,476,359</b>   |
| 2025 Tax Levy                                 |                    |
| General Fund                                  | 1,600,713          |
| Debt Service                                  | 399,287            |
| -2024A GO Improvement Bond                    | \$96,837           |
| -2023A GO Improvement Bond                    | \$70,372           |
| -2021A GO Improvement Bond                    | \$37,644           |
| -2021A GO Abatement                           | \$40,000           |
| -2019A GO Improvement Bond                    | \$154,434          |
| -2017A GO Improvement Bond*                   | \$0                |
| <b>2026 TOTAL GENERAL TAX &amp; DEBT LEVY</b> | <b>\$2,000,000</b> |

\*As per the Lake Crystal City Charter Chapter 11 Public Ownership and Operation of Utilities, Section 14 the utilities commission in lieu of taxes must pay a franchise fee to be applied to the city's debt service. Bond 2017A and 5% bond cover is covered for 2027 entirely by the municipal utilities franchise fee and therefore has a 0-debt service levy for 2026.

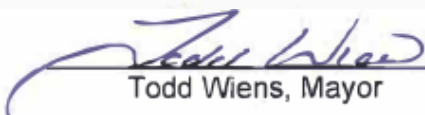
The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the Blue Earth County Assessor, Minnesota.

The motion for the adoption of the foregoing resolution was seconded by Councilor Windsperger and upon a vote being taken thereon, the following voted in favor thereof: Wiens, Hanson, Bierma, Windsperger

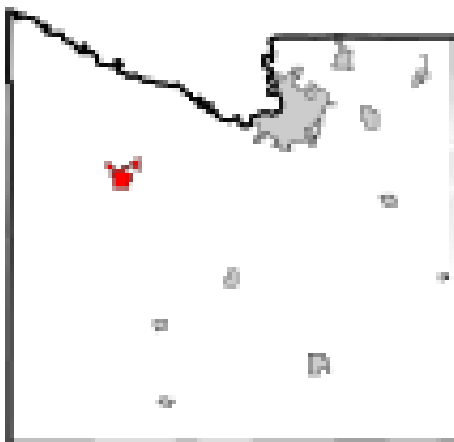
And the following voted against the same: None Absent: Cooper

Passed and duly adopted by the City Council of the City of Lake Crystal this 21 day of September 2026.

ATTEST:

  
Todd Wiens, Mayor

  
Angela Grafstrom, City Administrator



### Address

100 E Robinson St  
Lake Crystal MN 56055

### Telephone

(507) 726- 2538

### Connect with Us

[lakecrystalmn.org](http://lakecrystalmn.org)