



is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: Direct all City operations to ensure effective and efficient operation of City Departments. Responsible for the annual budget process and policy recommendations. Communicate council decisions to appropriate staff. Enforce the laws, ordinances, and resolutions of the city as authorized by the City Council. Serve as the City's representative with other governmental agencies and private entities. Respond to citizen complaints either directly or through appropriate personnel.

Salary Range: \$82,222 - \$107,286

Minimum Qualifications: Bachelor's Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by September 8, 2025 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: September 8

Finalists selected: September 9-10

Interviews: October 8 & 9

Candidate selected: October 9

POSITION PROFILE

View the full position profile, job description, and benefits package at mnscsc.org/careers/government or newrichlandmn.gov.

SEND APPLICATION MATERIALS TO

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