



East Gull Lake, Minnesota is seeking a
City Administrator/Planning and Zoning Administrator

ANNOUNCEMENT

General Duties: To serve as the chief administrative officer with the authority for all day-to-day operations. Provide overall direction and coordinating budgetary planning and control overseeing accounting, pay roll and treasury duties per generally accepted best practice. To ensure quality municipal services are provided to the citizens of East Gull Lake, consistent with the goals objectives and policies approved by the city council. Provide for open communication between city council, residents, city departments and all city boards. Have the responsibility and authority to administer and interpret the zoning and subdivision ordinances. Complete all review of various development plans, housing projects and long-range planning studies. Maintain the city's comprehensive plan and ensure zoning ordinance, land use plans and planning decisions made by staff and planning commission are consistent with the comprehensive plan.

Salary Range: \$60,000 to \$75,000; excellent benefits package, depending on background and experience.

Minimum Qualifications: Bachelor's degree in public administration, or community and regional planning, with two-year's experience is preferred, or any combination of a bachelor's degree in accounting, business, or planning is acceptable to meet the minimum qualifications.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by September 30, 2021, and must contain:

1. Cover Letter
2. Resumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: 09/30/21, 4:30 pm

Finalists selected: 11/01/21

Interviews: 11/15—11/16/21

Candidate selected: 11/17—11/19/21

POSITION PROFILE

View the full position profile at
www.eastgulllake.govoffice.com and
www.mnscsc.org/ccoga

SEND APPLICATION MATERIALS TO

Mike Humpal, CECD
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South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

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Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.