

Hector, Minnesota is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: This position is responsible for the administration of all City departments and to carry out the directives and policies as set by the Hector City Council.

Salary Range: \$46,675 - \$77,792; excellent benefits package: PERA, \$50,000 life insurance, long-and short-term disability, Vision/Dental Single health coverage paid 100% by the City, City contributes \$800.00 to a family plan, \$1,300.00 HSA annually. A list of full benefits may be viewed at www.mnscsc.org/ccoga.

Minimum Qualifications: The City Administrator should have knowledge and skills (equivalent to an Associate Arts or bachelor's degree in business, finance, administration, municipal operations, or office management with three years' experience) possess a bachelor's degree in public administration or related field; one-year related experience and/or training; or equivalent combination of education and work experience. Must possess a valid Minnesota driver's license.

Preferred Qualifications: Administrative experience in a similar-sized municipality with knowledge through on-the-job training or formal internships through a college or university. Professional certificates from a trade association such as the League of Minnesota Cities, GFOA, ICMA. Strong written, verbal, and public communication skills.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by July 18, 2022, and must contain:

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

SELECTION TIMELINE

Application deadline: 07/18/22, 4:30 pm

Finalists selected: 08/15/22

Interviews conducted: 08/22 - 08/23/22

Candidate selected: 08/24/22

POSITION PROFILE

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

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
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South Central Service Cooperative

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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.