



Wells, Minnesota is seeking a City Administrator

ANNOUNCEMENT

General Duties: Under the limited direction, this managerial position is responsible for all administrative affairs of the City and is responsible for organizing, directing, and coordinating City government operations in accordance with policies and administrative direction provided by the Mayor and City Council. This position serves as the chief spokesperson for the City and provides professional guidance to the council; and performs related work as required. Salary will be based upon education and experience.

Salary Range: \$62,883-\$89,883; excellent benefits package.

Minimum Qualifications: A four-year Bachelor's Degree in Public Administration, Business, Accounting or related field. Three (3) years of experience in local government and financial management. Possess a valid Minnesota driver's license.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by August 27, 2021, and must contain:

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

SELECTION TIMELINE

Application deadline: 08/27/21, 4:30 pm

Finalists selected: 10/1/21

Interviews: 10/11-10/12/21

Candidate selected: 10/18/21

POSITION PROFILE

View the full position profile at www.cityofwells.net and www.mnscsc.org

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.