

Position Announcement

City: Breezy Point, Minnesota

Position: City Administrator/Clerk/Treasurer

Salary Range: \$88,025 to \$110,032

Application Deadline: 02/1/2022

Job Summary: As the Chief Administrative Officer of the City, the City Administrator/Clerk/Treasurer provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Administrator/Clerk/Treasurer manages operations of the City, provides financial oversight, and is responsible for supervising all City staff and consultants. This position is responsible for the management of all functions directly or indirectly through department heads. The City Administrator/Clerk/Treasurer assumes the statutory duties of Clerk and Treasurer and is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

View the full position profile at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications: Bachelor's degree in Public Administration or related field and a minimum of five years of experience in municipal government administration in a leadership position or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Apply: Visit <https://daviddrown.hiringplatform.com/84329-breezy-point-city-administrator-clerk-treasurer/267484-application-form/en>, and complete the process by February 1, 2022. Finalists will be selected on February 22, 2022, and final interviews will be held on March 15, 2022.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.