



City of Kenyon is seeking a City Administrator

ANNOUNCEMENT

General Duties: Performs top-level administrative and supervisory work to coordinate all municipal operations, manage finances and investments, prepare, and administer annual budget, oversee payables and receivables, payroll administration, and municipal elections. Departments supervised include city administration, public works and parks, liquor store, fire, police, library, and Gunderson House. The position is responsible for statutory Clerk-Treasurer duties. Also responsible for economic development and planning activities.

Salary Range: \$100,000 - \$130,000

Minimum Qualifications: Bachelor's degree in public administration, political science, community development, business, human resources, finance, or related field and three years of experience in position(s) of similar complexity. An equivalent combination of education and experience may be considered.

Preferred Qualifications: Master's degree in one of the above or related fields and four years of related experience.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by September 14, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: 09/14/2024

Finalists selected: 09/17/2024

Interviews: TBA

Candidate selected: TBA

POSITION PROFILE

View the full position profile, job description, and benefits package at mncsc.org/ccoga/jobs or cityofkenyon.com

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
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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.