

# Position Announcement

City Administrator/Clerk/Treasurer: City of Maple Lake, Minnesota

Salary Range: \$62,000 to \$88,000

## General Duties:

The City Administrator/Clerk/Treasurer is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

## Minimum Qualifications:

A bachelor's degree in Public Administration, Finance, Accounting, or related field, two years' experience in a general office environment, and proficiency in Microsoft applications and zoning practice and procedures in municipal government. Desirable qualifications include three years' experience in municipal government, economic development experience, Municipal Clerk Certification, and experience with Caselle Clarity.

## Apply:

Go to <https://daviddrown.hiringplatform.com/25890-maple-lake-city-administrator-clerk-treasurer/68585-application-form/en>, and complete the process by March 3, 2019. Finalists will be selected on April 4, 2019, and final interviews are scheduled for April 25 & 26, 2019.

Please direct questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.