POSITION ANNOUNCEMENT

City Administrator: City of Crookston, Minnesota

Salary Range: $96,000 to $124,000

This position requires a broad perspective of city-wide practices, modern policies and procedures and techniques of public administration. The City Administrator develops and monitors policies and procedures across department lines to ensure compliance with local, state and federal policies, procedures, charters and regulations. In coordination with the City Council, sets goals, strategies, objectives and organizational climate for City departments. Reviews and recommends changes to procedures, ordinances, regulations and programs when appropriate or necessary. Leads the ongoing development and application of municipal finance, human resources, public utilities, public safety, economic and community development and the Capital Improvement Program for the City. Develops financial plans and strategies and systems control; designs and maintains internal controls. Provides guidance and support for activities of commissions, boards, and committees. A full Job Description for this position is available on the application website.

Minimum Qualifications: Must have a four-year degree from an accredited four-year college in public administration or a related degree and two years of experience; or a minimum of ten years of experience in public administration as a department head or in a major supervisory position; or an equivalent combination of education and experience.

To Apply: visit https://www.ddahumanresources.com/active-searches and complete the application by April 12, 2020. Finalists selected by the Council on April 27, 2020, and final interviews are scheduled for May 18 and 19, 2020.

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