



Gaylord, Minnesota is seeking a City Administrator and Economic Development Director

ANNOUNCEMENT

General Duties: To serve as the Chief Administrative Officer of the City with authority and responsibility to plan, control and direct all administrative affairs for the city. To serve as the Planning and Zoning Administrator, Economic Development Director with responsibility and authority to provide for orderly growth and development for the city of Gaylord. A full job description can be found on the city's web site under application packet. This job is a full-time exempt position reporting directly to the Mayor and City Council. Salary will be based upon education and experience.

Salary Range: \$75,150 to \$96,678; excellent benefits package, depending on background and experience.

Minimum Qualifications: Bachelor's Degree in Public Administration, Business Administration or related field and three to five years administrative and management experience. Associate's Degree in accounting, business management or related field and five to seven years equivalent experience in local government. Valid Minnesota driver's license.

POSITION PROFILE

View the full position profile at www.exploreGaylord.org and www.mnscsc.org

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
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South Central Service Cooperative
2075 Lookout Drive
North Mankato, MN 56002

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APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by April 26, 2021, and must contain:

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

SELECTION TIMELINE

Application deadline: 4/26/21, 4:30 pm

Finalists selected: 6/01/21

Interviews: 6/14-6/15/21

Candidate selected: 6/16/21



Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.