

CITY OF ST. AUGUSTA **MINNESOTA**



**CITY
ADMINISTRATOR**

\$110,000 - \$136,000



is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: Responsible for planning, organizing, directing, and coordinating all municipal activities. Serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City.

Salary Range: \$110,000 - \$136,000

Minimum Qualifications: Bachelor's Degree in Public Administration or related field; three to five years related experience and/or training; or equivalent combination of education and experience.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by January 22, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: January 22

Finalists selected: January 23

Interviews: March 2 & 3

Candidate selected: March 3

POSITION PROFILE

View the full position profile, job description, and benefits package at mnscsc.org/careers/government or staugustmn.gov.

SEND APPLICATION MATERIALS TO

Mike Humpal, CECD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: mhumpal@mnscsc.org



IDEAL CANDIDATE

Personal Characteristics

The City Council seeks a City Administrator who is an energetic, personable, and motivated individual with strong common sense and reliability. This leader should be innovative yet measured, responsible, and adaptable, maintaining a kind, respectful, and considerate approach. A happy-go-lucky demeanor, level-headed judgment, and a good sense of humor will help them build positive relationships. Overall, the ideal administrator is a dependable, forward-thinking, and respectable leader who brings enthusiasm and professionalism to the City of Augusta.



Technical & Management Skills

The City Council is seeking a City Administrator with strong financial acumen, including knowledge of accounting principles and sound financial management. This individual should demonstrate effective leadership and management skills, excelling in communication, public speaking, and conflict resolution while fostering teamwork throughout the organization. A working knowledge of social media and marketing, along with solid understanding of city codes and ordinances, is essential. The ideal candidate will be highly organized, adaptable, and skilled in time management, bringing a problem-solving mindset and a commitment to financial responsibility. Ultimately, the Council seeks a well-rounded professional capable of guiding the city with competence, clarity, and confidence.

Top Priorities

Over the next one to three years, the City Administrator should prioritize improving communication and transparency, keeping the website and outreach tools up to date, and ensuring ordinance changes are properly completed. Continued planning for road, infrastructure, and water treatment projects is essential, along with increasing Council involvement and enhancing staff efficiency. The Administrator should also focus on community engagement, pursuing grant opportunities, supporting sustainable growth, and helping make Main Street a vibrant destination. Together, these efforts will strengthen operations and deepen the City's connection with its residents.

THE POSITION

A full description and benefits package can be viewed at mncsc.org/careers/government and www.staugustamn.gov.

Job Purpose

Responsible for planning, organizing, directing, and coordinating all municipal activities. Serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City.

Essential Functions

- Plans, organizes, and defines the organization of City Administration to ensure a coordinated and efficient effort to meet the goals and objectives established by the Council and/or various Boards.
- Plans, develops, and implements administrative policies, rules, regulations, and procedures.
- Coordinates the administration of all Departments and Boards.
- Directs all personnel matters as provided by the Personnel Policies of the City.
- Develops and issues administrative rules, policies, and procedures necessary to ensure the proper functioning of all Departments.
- Oversees preparation and submits an annual budget to the Council keeping Council informed of the financial condition of the City and recommending action as appropriate.
- Reviews and/or performs rate studies and makes recommendations to the Council on rate changes for the water and wastewater.
- Manages and invests City and Utilities funds in accordance with Council guidelines and sound financial practices.
- Attends and participates in all Council meetings and other meetings with official bodies as directed by the Council; ensures that all laws and ordinances are enforced; prepares agendas and meeting minutes; prepares resolutions and ordinances for the Council, and carries out Council directives.
- Attends other Board meetings as necessary.
- Oversees the administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, return bid bonds, prepares assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.
- Administers local elections in accordance with State and County requirements; oversees the scheduling and training of election judges and maintaining of election records.

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Essential Functions

- Serves as “Zoning Officer” to administer and enforce the provisions of the Zoning Ordinance and Land Subdivision Regulations; attends Planning and Zoning Commission meetings; reviews and recommends approval of zoning permits, variance requests, conditional use permits, and other matters related to planning and zoning.
- Prepares or oversees preparation of grant and/or loan applications; administers grant and/or loan money that is received, and prepares related reports.
- Coordinates and oversees the work of consultants hired by the Council.
- Represents the City with other governmental agencies and officials.
- Oversees and manages financial and accounting matters for the City and Utilities.
- Oversees preparation of information for bond issues, bond offering statements, and continuing disclosure statements.
- Oversees preparation of information for annual audit and review reports.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Develops long and short-range goals and oversees their implementation.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
- Prepares and arranges for publication of official and legal notices.
- Maintains all municipal records and documents as required by law; prepares certified copies as requested.
- Performs other duties as apparent or assigned.

Supervisory Responsibilities

Responsible for the overall direction, coordination, and evaluation of the City.

Carries out supervisory responsibilities in accordance with the City policies and applicable laws. Responsibilities include interviewing, training, planning, assigning, and directing work; evaluating performance; rewarding and disciplining; suspending; transferring; adjusting grievances; addressing complaints; and resolving problems for employees. Responsibilities also include the ability to effectively recommend: hiring, promoting, demoting, and discharging employees.

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Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree (B.A.) in Public Administration or related field; three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents. Ability to prepare contracts, ordinances, resolutions, policies, reports, and correspondence. Ability to present reports and make recommendations to Council, and other Boards and Commissions. Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Language Skills

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to understand governmental accounting standards and accounting standards for enterprise funds. Ability to oversee budget preparation and administer the budget. Ability to analyze and make recommendation on utility rates for Water and Wastewater.

Reasoning Ability

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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Other Knowledge, Skills, and Abilities

- Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- Considerable knowledge of budgeting, accounting, and government financing.
- Considerable knowledge of government processes, services, and planning.
- Considerable knowledge of management principles and practices as they apply to public sector management, including personnel management and organization development.
- Considerable ability to plan and analyze City operations; develop alternatives and determine the costs, advantages, and disadvantages of various alternatives.
- Considerable knowledge to research and prepare accurate and thorough reports.
- Strong communication skills.
- Strong organizational skills.
- Knowledge of computers and software programs.
- General knowledge of internet use, e-mail, and central faxing.

Other Knowledge, Skills, and Abilities

The physical demands described here are representative of those required of an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

BUDGET

	2025 Budget	2026 Preliminary Budget
Revenues		
General Fund	\$1,273,500	\$1,323,500
Capital Improvement Fund	\$1,089,833	\$1,581,606
Water Fund	\$331,500	\$339,700
Sewer Fund	\$352,000	\$360,550
Sewer Debt Fund	\$12,500	\$12,000
WAC/SAC Improvement Fund	\$35,759	\$24,000
Debt Service	\$41,000	\$41,000
Street Light Utility	\$4,500	\$5,600
Storm Water Utility	\$55,000	\$50,000
American Rescue Plan Funds	---	---
2025 Parade Fund	---	---
Total Revenues	\$3,197,192	\$3,737,956

	2025 Budget	2026 Preliminary Budget
Expenditures		
General Fund	\$1,234,185	\$1,306,707
Capital Improvement Fund	\$995,800	\$1,430,800
Water Fund	\$297,681	\$302,976
Sewer Fund	\$306,004	\$315,421
WAC/SAC Improvement Fund	---	---
Debt Service	\$36,000	\$36,000
Street Light Utility	\$4,380	\$4,380
Storm Water Utility	\$42,073	\$46,091
American Rescue Plan Funds	---	---
2025 Parade Fund	---	---
Total Expenditures	\$2,916,123	\$3,442,374

OUR GOVERNMENT

The City Council of St. Augusta is composed of the mayor and four city council members.

St. Augusta's administration department acts as the operational hub of city government, supporting both elected officials and the community. The department ensures that policymaking by the mayor and council translates into effective, day-to-day municipal services.



Fire Department

The volunteer firefighters of the St. Augusta Fire Department are proud to serve the citizens of St. Augusta. The station responds to calls within the St. Augusta area and may assist with mutual aid calls in neighboring communities. Fire Department personnel are also trained Emergency Medical Responders (EMRs) and attend continuing education courses each year.



OUR COMMUNITY

St. Augusta is located in Stearns County, directly south of St. Cloud. The city spans approximately 29.81 square miles. Minnesota State Highway 15 and County Route 7 are the two main routes in St. Augusta.

The City of St. Augusta traces its roots to a rural Catholic farming community which settled in the 1850s in southern Stearns County. Early German (and later Slovenian and Polish) immigrants organized St. Augusta Township in 1859, building St. Mary Help of Christians Catholic Church in 1873, a stone landmark that remains on the National Register of Historic Places.

DEMOGRAPHICS

Distribution by Race	
White	95.2%
Some Other / Two or More Races	3.2%
Asian	1.3%
Black or African American	0.1%
American Indian & Alaskan Native	0.1%
Native Hawaiian & Other Pacific Islander	0.1%
Total	100.0%
Hispanic (all races)	1.5%
Total Population:	3,497

Educational Achievements & Other Statistics	
High School or Higher	61.8%
Bachelor's Degree or Higher	34.1%
Median Age – St. Augusta	34.7
Median Age – Minnesota	39.2
Median Household Income – St. Augusta	\$116,384
Median Household Income – Minnesota	\$87,117
Poverty Rate	4.2%

Source: 2020 US Census Bureau

For many years the area remained an unincorporated township on the edge of the growing St. Cloud metro. To preserve its local identity and avoid annexation, residents voted to incorporate as a city on May 2, 2000. The community was briefly named “Ventura” in honor of then-governor Jesse Ventura before citizens chose to restore the historic name “St. Augusta” later that same year.



LIVING & WORKING

The City of St. Augusta shows strong workforce engagement.

With an employment rate of 72%, a majority of residents work for private companies, while 17.2% are employed by not-for-profit organizations and 12.5% work in government positions. Another 10% of workers are self-employed, either in incorporated or unincorporated businesses.

St. Augusta's economy is anchored by several industries. Educational services, health care, and social assistance make up the largest share at 31.6%. Other major sectors include retail trade (12.5%), manufacturing (10.1%), and transportation and utilities (9.7%). Professional and administrative services account for 8.5%, and construction represents 7.8%. Smaller segments include finance and real estate, wholesale trade, agriculture, and public administration.

Commuting patterns also show how residents access work. The average commute time for St. Augusta residents is 23.6 minutes. A significant majority drive to work, while 6.8% work remotely.

Overall, St. Augusta's employment landscape is shaped by strong participation in health, education, and service industries, supported by predominantly private-sector jobs and traditional commuting patterns.

Employment

Industry	
Educational services, and health care and social assistance	31.6%
Retail trade	12.5%
Manufacturing	10.1%
Transportation and warehousing, and utilities	9.7%
Professional, scientific, and management, and administrative and waste management services	8.5%
Construction	7.8%
Finance and insurance, and real estate and rental and leasing	5.6%
Wholesale trade	4.8%
Agriculture, forestry, fishing and hunting, and mining	3.1%
Public administration	3.1%

Class of Worker	
Employee of private company workers	60.0%
Private not-for-profit wage and salary workers	17.2%
Local, state, and federal government workers	12.5%
Self-employed in own not incorporated business workers and unpaid family workers	6.5%
Self-employed in own incorporated business workers	3.7%

Other Employment Statistics	
Employment Rate	72.0%
Average Commute Time – St. Augusta	23.6 minutes
Average Commute Time – Minnesota	22.7 minutes
Means of Transportation – Drove Alone	88.2%
Means of Transportation – Work Remote	6.8%
Means of Transportation – Carpool	2.9%
Means of Transportation – Walked	2.1%

Source: US Census Bureau

LIVING & WORKING

St. Cloud Area School District serves the PreK-12 students of St. Augusta.

Within the St. Cloud Area School District, three elementary schools serve much of St. Augusta's younger learners. Clearview Elementary School offers both English and Spanish immersion tracks and is situated between Clear Lake and Clearwater. Discovery Community School, located in Waite Park, contributes to the district's south-area coverage. Oake Hill Community School sits on the southern edge of St. Cloud and serves families from St. Augusta as part of the south attendance area.

For students in grades 6-8, South Middle School is the feeder for many St. Augusta families. The school emphasizes a supportive learning climate, technology-rich environments, accelerated coursework, and a Spanish immersion option. Finally, for grades 9-12, students in this region typically attend Technical Senior High School, which opened its modern facility in 2019 and continues a long tradition of offering rigorous academics alongside robust career and technical education pathways.

Housing

Housing Value		Housing Units	
Less than \$50,000	2.0%	Occupied housing units	1,151
\$50,000 to \$99,999	0.0%	Vacant housing units	49
\$100,000 to \$149,999	0.7%	Total	1,200
\$150,000 to \$199,999	4.0%		
\$200,000 to \$299,999	39.1%	Homeownership Rate	
\$300,000 to \$499,999	26.5%	Homeownership Rate in St. Augusta	86.4%
\$500,000 to \$999,999	19.5%	Homeownership Rate in Minnesota	72%
\$1,000,000 or more	8.2%		

Occupied Units Paying Rent		Financial Characteristics	
\$500 to \$999	9.3%	Median Gross Rent – St. Augusta	\$1,373
\$1,000 to \$1,499	71.0%	Median Gross Rent – Minnesota	\$1,291.00
\$2,500 to \$2,999	19.6%		

Source: US Census Bureau

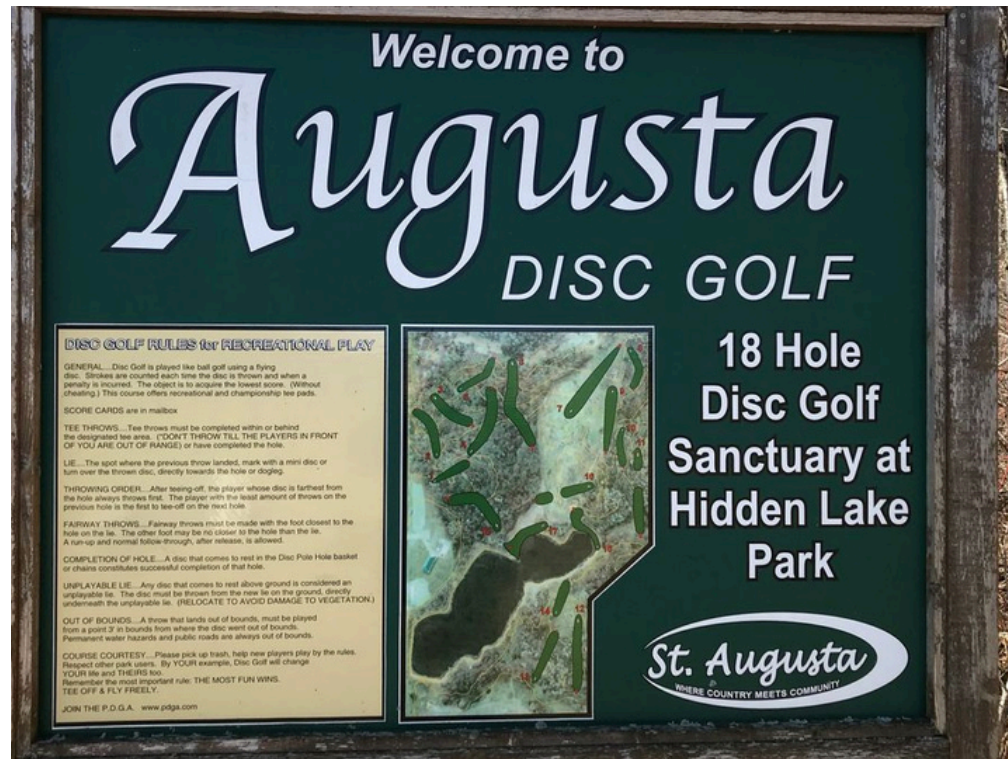


Photo Credit: MPR News

PARKS & RECREATION

Augusta Disc Golf

The Augusta Disc Golf Sanctuary is a full 18-hole course located within Hidden Lake Park. The course is considered to be challenging and technical with wooded fairways, elevation changes, and a couple of water-hazard holes. The layout offers mixed terrain and provides a good mix of shot types for both experienced and intermediate players.



Hidden Lake Park

Hidden Lake Park is operated by the City of St. Augusta. The park is situated around Hidden Lake and features a picnic shelter that accommodates up to 150 people, with grills and electrical outlets available for use. The shelter is available to rent. The park also offers a playground, volleyball court, disc golf course, baseball field, and walking trails around the lake. Hidden Lake Park provides a quiet option for enjoying the beautiful nature of St. Augusta.



PARKS & RECREATION

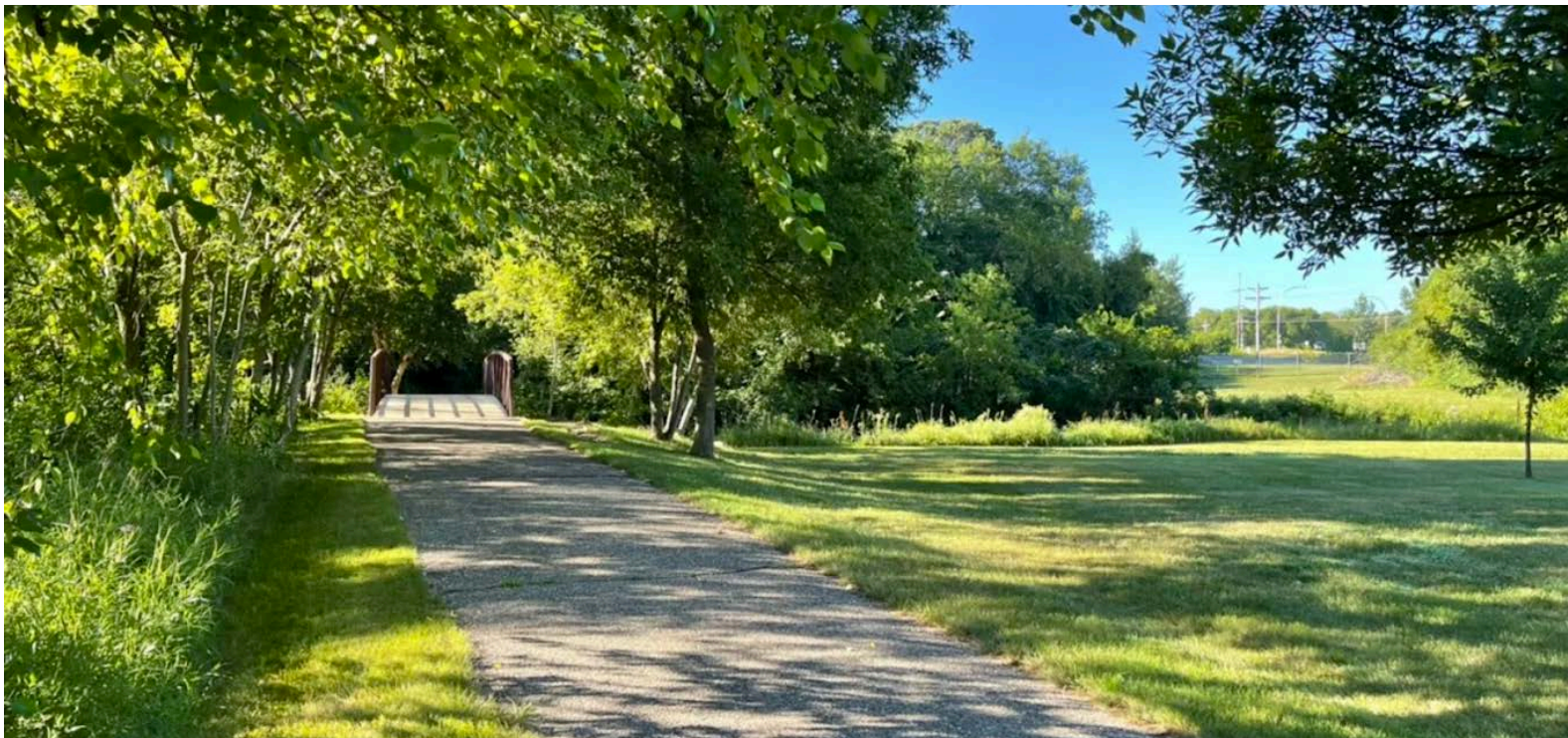
St. Augusta Dog Park

The St. Augusta Dog Park offers a fenced-in grass area where dogs can run and play freely. The park provides complimentary clean-up stations, making visits convenient. It is also equipped with lighting, allowing pets and owners to enjoy the space even after the sun goes down.



Kiffmeyer Park

Kiffmeyer Park offers many of the same amenities as Hidden Lake Park. The picnic area provides seating for up to 120 people and is equipped with grills and electrical outlets. The park includes a variety of recreational options such as playground equipment, a volleyball court, a horseshoe pit, and a basketball court. Visitors can also enjoy pickle ball and tennis courts, as well as a baseball diamond. In addition, a walking trail winds through the park. Together these amenities create a welcoming outdoor space for recreation and relaxation in St. Augusta.



AMENITIES



CentraCare–St. Cloud, located in St. Cloud, provides personalized, compassionate care for the people of Central Minnesota. As the largest health care facility in the region, St. Cloud Hospital offers a full spectrum of inpatient and outpatient services providing a variety of care options, including preventive health screenings and behavioral health counseling. CentraCare proudly stays up to date to meet the needs of the region as it continues to grow.

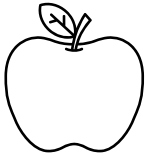


Joah's Ark Pony Parties & Petting Zoo is located in St. Augusta, MN. The zoo features a large variety of friendly animals — from ponies and miniature horses to goats, llamas, camels, and more. Joah's Ark's pony parties offer pony rides and a chance to brush, hug, and bond with the animals. The Petting Zoo is a great way to bring a little farm-yard fun to your day.



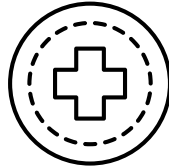
The St. Augusta Parade - Legacies Past & Present brings the community of St. Augusta together for a lively, small-town celebration that honors both its history and its future. Every year, locals gather along County Road 7 for the festive parade with cheering families, decorated floats, and downtown spirit. Afterward, the celebration continues at the St. Augusta Legion with food and live music.

OUR COMMUNITY AT A GLANCE



Education

PreK-12 students in the St. Augusta area are served by the St. Cloud Area School District.



Healthcare

St. Augusta residents seek care at CentraCare-St. Cloud.



Housing

A total of 1,200 housing units with 1,151 units occupied. The homeownership rate is 86.4%. On average, monthly rent costs are \$1,373.00.



Demographics

The population in 2020 was 3,497, with a median age of 34.7.



Employment

Residents are employed in educational services, health care, and social assistance, followed by retail, trade, and manufacturing.



Recreation

Families enjoy Hidden Lake Park, Joah's Ark Petting Zoo, and the St. Augusta Parade.



Infrastructure

St. Augusta's infrastructure is built around convenient regional access, with major roadways including Interstate 94, US Highway 10, and County Highway 7, connecting residents to nearby cities and supporting local economic activity.



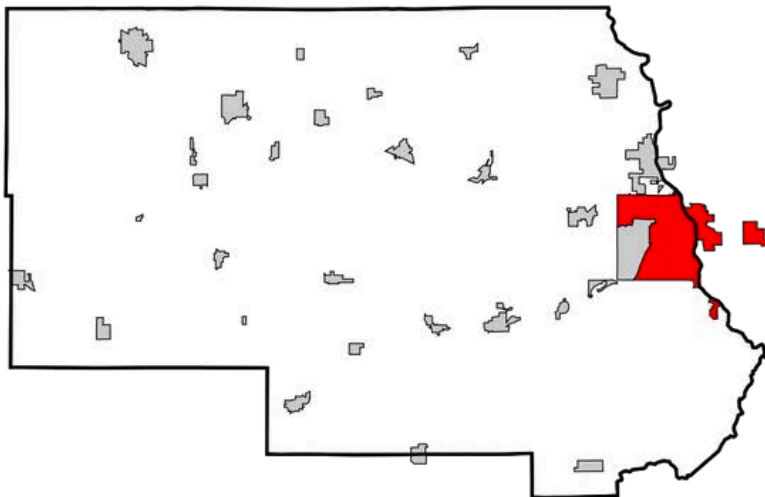
Public Safety

The City prioritizes public safety with a dedicated fire department.



Civic Engagement

St. Augusta residents demonstrate strong civic engagement with active participation in local governance and community events.



Address

1914 250th Street
St. Augusta, MN 56301

Telephone

320-654-0387

Connect with Us

www.staugustamn.gov