



is seeking a City Administrator/City Clerk

ANNOUNCEMENT

Job Purpose Summary: Performs complex professional and administrative work directing the programs and operations of the City government; does related work as required. Work is performed under the general direction of the City Council. Supervision is exercised over assigned department heads and administrative staff.

Salary Range: \$105,331 - \$137,446

Minimum Qualifications: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field, supplemented by extensive, increasingly responsible experience in an administrative capacity in local government.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by July 1, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: July 1, 2026

Finalists selected: July 24, 2026

Interviews: Week of Aug 18, 2026

Candidate selected: Week of Aug 18, 2026

POSITION PROFILE

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

SEND APPLICATION MATERIALS TO

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