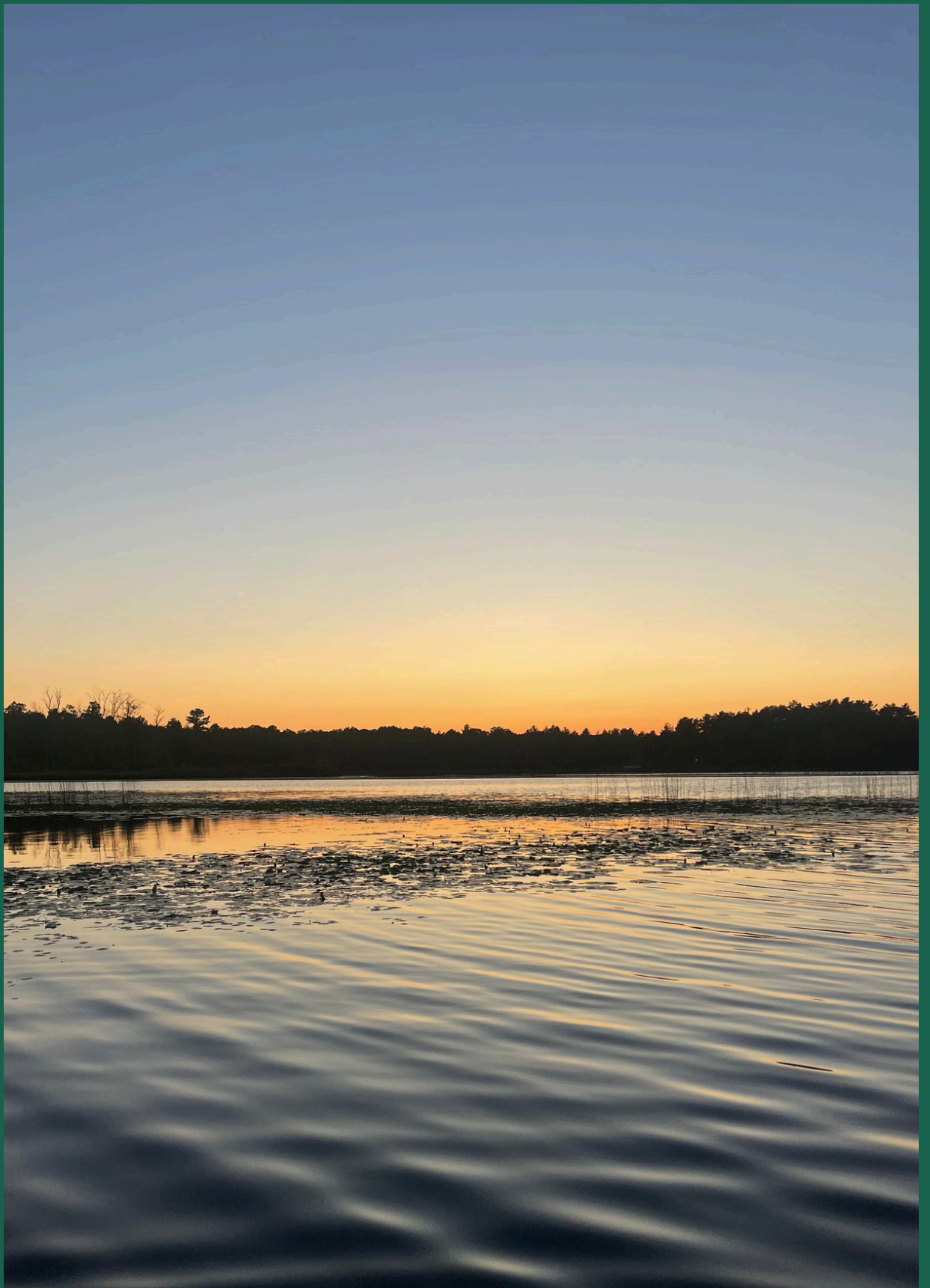


CITY OF NISSWA MINNESOTA



**CITY ADMINISTRATOR/
CITY CLERK**

\$105,331 - \$137,446



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

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@mncsc.org



IDEAL CANDIDATE

Personal Characteristics

The City of Nisswa seeks a City Administrator/City Clerk who provides strong, integrity-driven leadership rooted in accountability and emotional intelligence. The ideal candidate will be a transparent communicator who promotes collaboration, inclusivity, and respect. They should bring a calm, solutions-focused approach, adapt well to change, and demonstrate confidence balanced with empathy. Committed to teamwork, fairness, and long-term community engagement, this leader will remain self-aware, open to learning, and genuinely connected to the people they serve.

Technical & Management Skills

The City of Nisswa seeks a City Administrator/ City Clerk with strong administrative, financial, and organizational abilities. The ideal candidate will be an excellent communicator who can lead teams, delegate effectively, and manage complex projects and resources. They should have experience in public budgeting, financial reporting, and government software, along with a working knowledge of legal requirements, public policy, and local ordinance enforcement. Strong critical thinking, problem-solving, and data-informed decision-making skills are essential, as are solid organizational abilities and deadline management. Experience in public outreach, organizational management, and tools such as GIS will further support effective and accountable city operations.

Top Priorities

The Nisswa City Council's priorities for the next 1–3 years include strengthening public safety, supporting responsible growth, and ensuring adherence to policies and laws. The next City Administrator/ City Clerk will manage key infrastructure needs, advance economic development and long-term planning, and maintain strong fiscal responsibility. They will also be expected to promote transparency with city leaders, businesses, and residents, pursue new financial opportunities, and foster a positive, accountable organizational culture.



THE POSITION

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

General Definition of Work

Performs complex professional and administrative work directing the program 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.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Planning, directing, and coordinating the overall operations of the City government; serving as chief administrative and operating officer; ensuring proper operations, staffing, advising, and assisting the City Council on operations and governance. *(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Directs the day-to-day operations of the City, including supervision of appointed department heads and administrative personnel; assists departments with the resolution of issues.
- Serves as the City's primary resource person for customer service and general requests for information, and assists with various city activities within all city departments.
- Serves as key liaison between Mayor, City Council, and staff; proactively connects with the Mayor and all Council members prior to meetings to clarify issues, answer questions, and ensure understanding of all agenda items.
- Assists department heads on department-specific and special projects as needed or required, while maintaining high-level communication with the council to ensure alignment with strategic priorities, as needed or required.
- Attends meetings of the City Council; prepares materials and reports for Council.
- Following all Council meetings, debriefs with staff and department heads to ensure clarity of Council direction, develop actionable plans, and coordinate follow-up as needed.
- Prepares and distributes agendas and minutes of the City Council.
- Develops operational plans and evaluation guidelines for City departments.

THE POSITION

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

Essential Functions

- Establishes and implements the City's personnel policies; represents the City in labor negotiations.
- Handles all city insurance policies (property, mobile, dram, and health/stltd, etc.).
- Supports Treasurer with financial consultants, bond counsel, TIF funds, and auditors as needed or required.
- Supports the City Council on reestablishing a comprehensive plan every two years per council turnover.
- Supports the City Council as needed with economic development authority and assists with committee meetings.
- Represents the City at meetings, conferences, seminars, and with the news media.
- Prepares a weekly report on city news, work, progress, applicable state legislative actions, citizen feedback, etc., to the City Council.
- Functions as a custodian for all city records (ordinances, resolutions, policies, etc.); responds to data requests in accordance with the MN statutes.
- Maintains records for the city cemetery.
- Administers elections.
- Issues liquor licenses.
- Human Resources functions to be determined.
- Performs other duties as required.

Knowledge, Skills, and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances, and regulations underlying municipal government; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with department heads, elected officials, and the general public.

Education and Experience

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.

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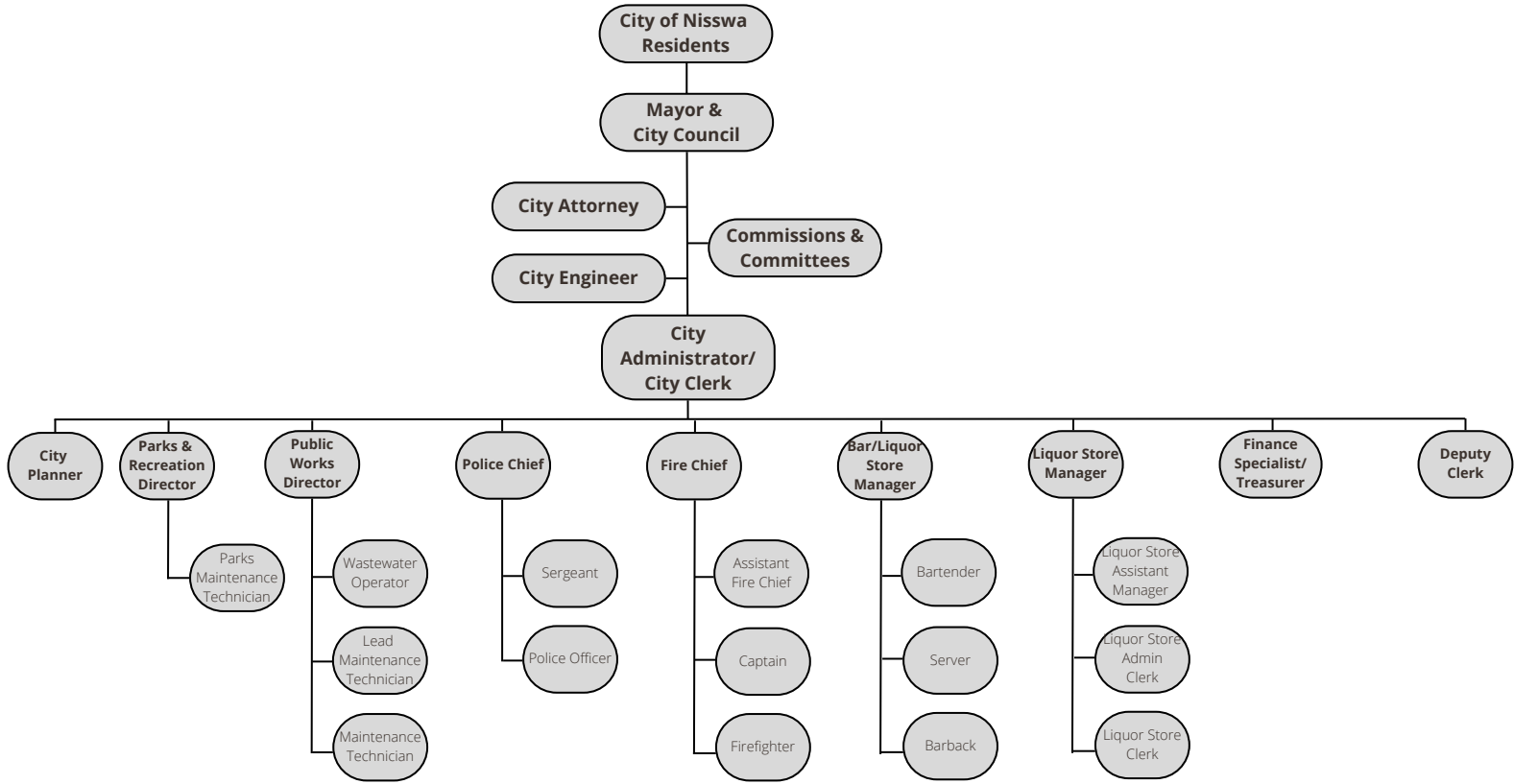
Essential Functions

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, operating motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements

Possession of an appropriate driver's license valid in the state of Minnesota.

ORGANIZATIONAL CHART



OUR GOVERNMENT

City Administration/Clerk & Finance

Nisswa's local government is structured with a mayor plus four at-large council members, each elected by the community for multi-year terms. City of Nisswa's administration serves as the professional staff arm of the city, handling day-to-day operations, support services, financial and personnel administration, and implementing the policies set by the mayor and council.

Planning & Zoning/Public Works/Sewer

The Planning & Zoning Department is responsible for guiding and regulating land use within the city, in order to ensure orderly development, compliance with the city's comprehensive plan and zoning code, and protection of natural features. The Public Works/Sewer Department handles much of the city's physical infrastructure, such as, maintenance of roads, sewer systems, and associated public works functions.



OUR GOVERNMENT

Police

Although Nisswa has a constant population of just under 2,000, during vacation periods, the 18 square miles has been estimated to have a population of 25,000. Therefore, the Nisswa Police Department is staffed by a Police Chief, Police Sergeant, four full-time police officers, four reserve officers, and a Police Administrative Assistant. The department's mission is to maintain peace and order through the provision of police services that are of the highest quality and responsive to the needs of the Nisswa community.



Fire & Rescue

Established in 1954, Nisswa Fire and Rescue has stood as a beacon of safety and support for the communities of Nisswa, Lake Edward, Lakeshore, Pelican, and Sibley. This volunteer department, composed of 26 dedicated individuals, operates round-the-clock, ensuring readiness and response 365 days a year. In 2023, the department responded to 491 emergency situations and provided over 3,000 volunteer hours to the community.



OUR COMMUNITY

The City of Nisswa is located in Crow Wing County just 13 miles north of the Brainerd/Baxter micropolitan area. This location offers residents and tourists access to larger market areas, government agencies, medical facilities, cultural performances, and numerous recreational amenities.

Small towns in north-central Minnesota, including Nisswa, were largely established due to railroads, with Ernest Smiley founding a railroad stop and post office in 1898 that became Smiley Township in 1900. In 1908, the village incorporated as Nisswa, from the Ojibwe word

“nessawae,” meaning “in the middle.” The name reflects the community’s location between Clark Lake, Nisswa Lake, and Roy Lake. Nisswa later became a municipality in 1946. From 1920 to 1965, improvements to the Leech Lake Trail (now Highway 371) made the Central Lakes region accessible to urban residents seeking to live and vacation in the area.

DEMOGRAPHICS

Distribution by Race	
White	95.5%
Some Other / Two or More Races	3.6%
Asian	0.4%
Black or African American	0.3%
American Indian & Alaskan Native	0.2%
Hispanic or Latino (of any race)	0.1%
Total	100.0%
Total Population	1,967

Educational Achievements & Other Statistics	
High School or Higher	46.3%
Bachelor’s Degree or Higher	50.6%
Median Age – Nisswa	55.4
Median Age – Minnesota	39.2
Median Household Income – Nisswa	\$100,167
Median Household Income – Minnesota	\$87,117
Poverty Rate	6.4%

Source: US Census Bureau



LIVING & WORKING

Nisswa offers a diverse employment landscape that reflects both its role as a regional service center and its strong connection to tourism and small business entrepreneurship.

The local workforce is primarily supported by educational services, health care, finance, hospitality, retail, and professional industries, demonstrating a well-rounded economy that serves both residents and visitors.

Employment in government and nonprofit sectors also contributes to the city's stability, while a notable portion of residents are self-employed, underscoring Nisswa's strong entrepreneurial spirit and small business environment.

The employment rate stands at 59.3%, and residents experience an average commute time of 25.1 minutes, slightly higher than the Minnesota average, indicating that many residents balance local living with regional employment opportunities.

Most workers commute by driving alone, though remote work and carpooling are also common, reflecting modern and flexible work patterns. Together, these factors highlight Nisswa as a community that successfully blends economic opportunity, work-life flexibility, and a high quality of life supported by its vibrant local economy and natural amenities.

Employment

Industry	
Educational services, and health care and social assistance	20.6%
Finance and insurance, and real estate and rental and leasing	14.5%
Arts, entertainment, recreation, and accommodation and food services	10.6%
Retail trade	9.6%
Professional, scientific, and management, and administrative and waste management services	9.2%
Manufacturing	7.8%
Transportation and warehousing, and utilities	7.0%
Public administration	5.8%
Construction	4.3%
Wholesale trade	3.6%

Class of Worker	
Employee of private company workers	57.3%
Local, state, and federal government workers	15.2%
Private not-for-profit wage and salary workers	9.8%
Self-employed in own not incorporated business workers and unpaid family workers	9.2%
Self-employed in own incorporated business workers	8.4%

Other Employment Statistics	
Employment Rate	59.3%
Average Commute Time – Nisswa	25.1 minutes
Average Commute Time – Minnesota	22.7 minutes
Means of Transportation – Drove Alone	71.7%
Means of Transportation – Work Remote	12.2%
Means of Transportation – Carpool	10.5%
Means of Transportation – Taxicab, motorcycle, or other means	3.2%
Means of Transportation – Walked	2.4%

Source: US Census Bureau

LIVING & WORKING

Nisswa-area students are served by a range of nearby public school districts—including Brainerd, Pequot Lakes, and Pillager—that offer comprehensive educational programs from elementary through high school.

Nisswa is served locally by Nisswa Elementary School, which provides education for students in kindergarten through fourth grade, after which students attend Brainerd Public Schools beginning in fifth grade. Brainerd Public Schools is one of the region’s largest districts, offering a comprehensive curriculum, extensive extracurricular programs, and modernized facilities following recent district-wide improvements. In addition to Brainerd, Nisswa-area families may also attend Pequot Lakes or Pillager schools, which offer strong community support, varied programs, and close-knit learning environments that provide students with diverse educational pathways.

Housing

Housing Value		Housing Units	
Less than \$50,000	3.3%	Occupied housing units	776
\$50,000 to \$99,999	0.0%	Vacant housing units	692
\$100,000 to \$149,999	3.1%	Total	1,468
\$150,000 to \$199,999	6.3%		
\$200,000 to \$299,999	16.6%	Homeownership Rate	
\$300,000 to \$499,999	24.3%	Homeownership Rate in Nisswa	96.5%
\$500,000 to \$999,999	35.2%	Homeownership Rate in Minnesota	71.6%
\$1,000,000 or more	11.2%		

Occupied Units Paying Rent		Financial Characteristics	
\$500 to \$999	100%	Median Gross Rent – Nisswa	\$820.00
		Median Gross Rent – Minnesota	\$1,291.00

Source: US Census Bureau



PARKS & RECREATION



City Park serves as the community park for Nisswa and is managed by the city's Parks & Recreation department. The park includes a wide variety of amenities for all ages and seasons: baseball and softball fields, basketball courts, a playground, picnic shelters, walking trails, and a warming house with ice rinks for winter skating.



Naawayi'ii Zaaga'iganiin Between the Lakes Park is a serene outdoor space in Nisswa offering a peaceful setting for recreation and reflection. The park features approximately 1.2 miles of crushed-concrete trail, making it ideal for walking, jogging, and enjoying the surrounding natural landscape. Currently equipped with a parking area and restroom facilities, the park is still in development, with future enhancements planned such as benches, signage, and maps.



Nisswa Lake Park is a 2.1-acre lakeside park that offers access to Nisswa Lake and provides a beautiful recreational area with a walking trail, observation areas, picnic shelter, benches, boat docking facilities, and an outdoor classroom.

PARKS & RECREATION

Gull Lake Trail

The Gull Lake Trail is a 21-mile multi-use trail that loops around the north, west, and south ends of Gull Lake and passes through four communities: East Gull Lake, Fairview Township, Lake Shore, and Nisswa. In the portion around Nisswa, a 3.5 mile segment is being developed to provide a vital link between downtown Nisswa, and the Paul Bunyan State Trail via existing park and tunnel infrastructure. This trail was intended to provide scenic access for walkers, bicyclists, and other non-motorized users.



Community Center

The Nisswa Community Center serves as a versatile venue for social, recreational, and community-oriented events. The facility accommodates a wide range of gatherings from weddings, anniversaries, and reunions to company parties and workout classes. Inside, you'll find a spacious event hall featuring high vaulted ceilings, a generous dance floor, and large windows filling the space with natural light.



AMENITIES



The city is home to the Nisswa Community Children's Library which is housed within the Nisswa Elementary School building. While it primarily serves elementary-aged students, the library is open to the public during non-school hours and also offers summer programming. It provides access to a variety of reading materials and resources for both children and adults, as well as activities such as board games, making it a valuable community resource.

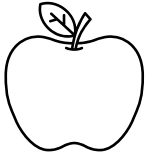


Cuyuna Regional Medical Center (CRMC), located in Crosby, Minnesota, serves as one of the primary full-service healthcare providers for residents of the City of Nisswa and the surrounding Brainerd Lakes region. As a modern medical center and hospital, CRMC offers a wide range of services, including emergency care, primary care, specialty care, imaging, laboratory services, surgical procedures, rehabilitation, and outpatient clinics.



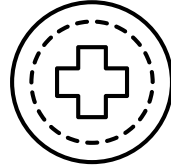
Nisswa is the place to be for Independence Day! July brings Freedom Days, Nisswa's annual celebration of the red, white, and blue. Throughout the day, you can enjoy shopping, food, Turtle Races, and much, much more. The highlight of the day is the Freedom Days Parade. Over 10,000 people travel to Nisswa to celebrate.

OUR COMMUNITY AT A GLANCE



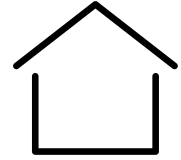
Education

PreK-4 students in Nisswa are served by Nisswa Elementary School. 5-12 students are served by Brainerd Public Schools and other districts in the area.



Healthcare

Cuyuna Regional Medical Center (CRMC) serves as one of the primary full-service healthcare providers for residents.



Housing

A total of 1,468 housing units with 776 units occupied. The homeownership rate is 96.5%. On average, monthly rent costs are \$820.00.



Demographics

The population in 2020 was 1,967, with a median age of 55.4.



Employment

Residents are employed in educational services, health care, and social assistance followed by finance and insurance, real estate, and rental and leasing industry.



Recreation

Families enjoy parks, lakes, and trails, along with the popular Freedom Days.



Infrastructure

Nisswa's infrastructure connects residents and visitors to the nearby Brainerd/Baxter area, providing major services, amenities, and recreation.



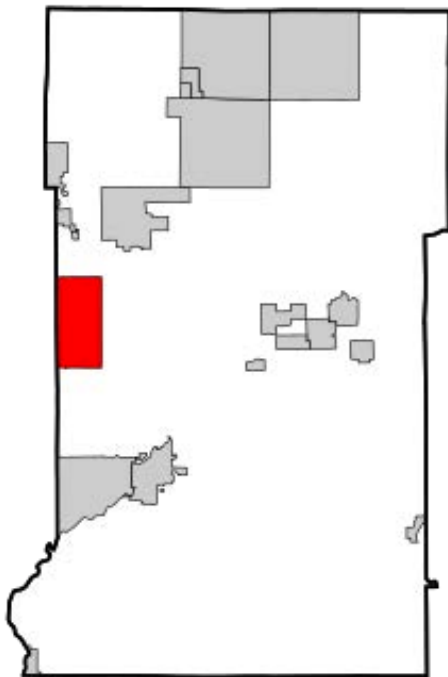
Public Safety

The City prioritizes public safety with dedicated police and fire and rescue services, ensuring a secure and well-protected community.



Civic Engagement

Nisswa fosters strong civic engagement through active community participation in local events and volunteer efforts. Residents and visitors alike contribute to a vibrant, involved community atmosphere.



Address

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Nisswa, MN 56468

Telephone

218-963-4444

Connect with Us

www.cityofnisswa.gov