



is seeking a City Administrator/Clerk

ANNOUNCEMENT

Job Purpose & Scope: Provides overall direction and coordination for City planning, and administration and operation of all City offices, to ensure quality municipal services are provided to the citizens of Rockville, consistent with the goals, objectives and policies approved by the City Council. Provides a channel for communication between City Council, City departments, and all other City-related boards, commissions and contractors to ensure effective planning and results. The City Administrator/Clerk is accountable for all matters related to the operation of the City. The Mayor and City Council notwithstanding, this position has supervisory responsibility over all employees, including full-time, part-time, seasonal, temporary and volunteer employees; contract employees or other contractors; and consultants.

Salary Range: \$95,000.00 - \$125,500.00

Minimum Qualifications: A Bachelor's Degree in public administration, political science, community development, business, finance, or related field and three years of responsible public sector administrative and supervisory experience or a Bachelor's Degree in one of the above areas and five years of public sector professional experience which must have included supervisory experience and a valid Minnesota Class "D" Drivers License and previous administrative experience.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by July 15, 2026 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: July 15, 2026

Finalists selected: July 17, 2026

Interviews: Week of Aug 24, 2026

Candidate selected: Week of Aug 24, 2026

POSITION PROFILE

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

SEND APPLICATION MATERIALS TO

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