POSITION ANNOUNCEMENT

**Position:** City Administrator

**Location:** City of Pequot Lakes, Minnesota

**Salary Range:** $73,028 to $95,000

**General Duties:**
Performs responsible administrative and supervisory work coordinating, directing, and overseeing city government operations. Assists the Council with financial planning and related matters. Attends Council meetings and oversees the preparation of agendas, packet material, and minutes. Performs human resources functions. Oversees department head positions and the work of the Planning and Zoning department.

The position profile is available at [https://www.ddahumanresources.com/active-searches](https://www.ddahumanresources.com/active-searches).

**Minimum Qualifications:**
Bachelor’s degree in Public Administration, or related field, and two years of City Administrator experience. A master’s degree may substitute for two years of experience, and a master’s degree is preferred.

**Apply:**

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.