

**City of Spring Grove**  
**City Administrator**  
Salary TBD

**General Duties:**

This position reports to and advises the mayor and a four-member council. Responsibilities include serving as the chief administrative officer of the city, general administration, budgeting, supervision of employees, and carrying out the directive of the City Council. This position is a .8 FTE and will have a flexible schedule that includes multiple evening meeting.

**Minimum Requirements:**

Qualified applicants should possess a bachelor's degree in public administration, or related field, and extensive experience in public sector management, or equivalent combination of education and experience.

**Apply:**

Submit letter of interest, resume and completed application no later than 4:30 p.m. on June 9, 2018, to Mayor Sarah Schroeder, City of Spring Grove, P O Box 218, Spring Grove, MN 55974 or email [cityofsg@springgrove.coop](mailto:cityofsg@springgrove.coop).