



## **CITY ADMINISTRATOR/CLERK/TREASURER – CITY OF BREEZY POINT, MN**

**Breezy Point, MN (2,574)**, in its search for a City Administrator who will support the City Council in implementing strategic policies, and overseeing performance, coordination, and administration of city operations to enhance community services.

**Breezy Point**, located in Crow Wing County along Pelican Lake, is known for its natural beauty and relaxed lifestyle. The city features the historic Breezy Point Resort, recreational opportunities like Gooseberry Island, three golf courses, a hockey arena, and a new fishing pier. Its parks, trails, and vibrant school system foster an engaged and active community, making Breezy Point an ideal place to live, work, and visit.

**Position Overview:** The City Administrator is appointed and reports to the Mayor and four-member City Council and operates under Statutory rule. They serve as the chief administrative officer in charge of the City's day-to-day operations and oversee budgets of approximately \$4.1 million. The City is in excellent financial condition. The city has approximately 18 full-time, 1 on-call police part-time and 1 seasonal employee. The ideal candidate will embody leadership qualities that align with Breezy Point's vision for growth and sustainability while maintaining the city's charm and appeal.

### **Candidate Requirements:**

- Bachelor's Degree in Public Administration, Finance, Business Management, or a related field. A Master's Degree is preferred.
- Minimum of five (5) years of related experience in municipal governance, with at least three (3) years in a managerial or supervisory capacity.
- Strong financial management skills, including budget preparation, analysis, and financial reporting.
- Hands on experience in Planning and Public Works, and problem-solving skills.
- Breezy Point will consider a combination of education and experience that allows an individual to successfully perform the functions of the position.

### **Compensation and Benefits:**

The salary range for the City Administrator/Clerk/Treasurer position is \$126,006 to \$164,444, commensurate with experience and qualifications. The City of Breezy Point offers an attractive benefits package, including retirement plans, health insurance, and professional development opportunities, among others.

### **HOW TO APPLY**

Interested candidates should apply online by April 11, 2025, for first consideration, with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Mike Brethorst, MGT Senior Consultant. For questions about the position, he can be contacted by Tel: 218-329-0700.

The City of Breezy Point is an equal opportunity employer.