

City of Hoyt Lakes
Interim City Administrator/Clerk-Treasurer Position Opening

The City of Hoyt Lakes is accepting applications for the temporary, part-time (potential for full-time hours) position of Interim City Administrator/Clerk-Treasurer. Position performs skilled work administering the day-to-day operations of the City; supervising department heads; personnel management; completing human resources duties; completing information technology duties; managing municipal finance operations; ensuring compliance with all applicable laws, regulations, rules, policies, and ordinances; and performs related duties as required. Must possess a valid Minnesota Class D driver's license, Bachelor's degree with coursework in public administration, business management, economics, accounting, political science, or a related field (Master's degree preferred), no less than two years of administrative management experience, and must be able to pass a drug screen and BCA background check. Current salary is \$30-60/hour, dependent on qualifications. Benefits negotiable and dependent on number of hours worked; Earned Sick and Safe Time and Minnesota Public Employees Retirement Association available.

For more information and to obtain an application packet, please contact the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes, MN 55750, 218-225-2344, City Administrator Lammi at blammi@hoytlakes.com, or visit the City website at www.hoytlakes.com. The deadline for receiving applications is 11:30 pm on Friday, January 31, 2025. Applications will not be accepted via fax.

The City of Hoyt Lakes is located about 60 miles north of Duluth, Minnesota, bordered by two beautiful lakes, with direct access to the North Shore of Lake Superior via the Superior National Forest Scenic Byway. As an All Season City, outdoor recreation is a way of life in Hoyt Lakes. The City Council is seeking a temporary, part-time (potential for full-time hours) Interim City Administrator/Clerk-Treasurer to fulfil the statutory duties of Clerk-Treasurer and oversee day-today operations until a regular, full-time City Administrator/Clerk-Treasurer is hired.

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