



CITY OF MORA
Human Resources Office

JOB ANNOUNCEMENT

Job Title:	City Administrator
Starting Salary:	\$105,019 - \$119,350 annually DOQ
Current Salary Range:	\$105,019 - \$140,026 annually DOQ
Status:	Full-time Regular, Exempt-Executive
Bargaining Unit:	None
Normal Hours (may vary):	Monday–Friday, 8:00 AM–4:30 PM, some evenings and weekends required
Application Deadline:	Monday, January 18, 2026, 4:00 PM.
Anticipated Interview Date:	Tuesday, January 27, 2026
Anticipated Start Date:	March 9, 2026

The City of Mora is seeking a City Administrator to meet the needs of the city, and to preserve the image and public esteem of employment within our organization.

We provide competitive wages, with a comprehensive low-cost benefit package, sick leave, vacation, 13 paid holidays, Public Employees Retirement (PERA), employee recognition, and a great work environment that promotes a lasting career.

The ideal candidate will have knowledge of public sector management and principles, including personnel management and organization development; and considerable knowledge of budgeting, government processes, services, and planning. Must have the ability to develop and maintain respectful and effective working relationships with all stakeholders.

As the City Administrator, you will plan and direct the administration of all city functions as delegated by the City Council, ensuring efficient municipal services and development in line with City Council objectives. This position is responsible for effective recommendation in areas of policies, staffing, expenditures, etc. where Council action is required.

If you have any questions or if you require special accommodations to participate in this process, please contact Joe Kohlgraf at 612-390-8217 or joe.kohlgraf@cityofmora.com.

Please email or deliver your completed application materials to:

City of Mora
Joe Kohlgraf
101 Lake Street South
Mora, MN 55051

Or via email to: joe.kohlgraf@cityofmora.com

The City of Mora is an Equal Opportunity Employer.

December 2025

City of Mora / Mora Municipal Utilities

Position Description

CITY ADMINISTRATOR

Department:	Administration/Finance
Grade/Points Classification:	15/322
Reports to:	City Council
FLSA Status:	Exempt Executive / Salaried
Union or Non-union Position:	Non-union

OBJECTIVE

To plan and direct the administration of City functions as delegated by the City Council and to ensure efficient municipal services and development in line with Council objectives. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council. Responsible for effective recommendation in areas of policies, staffing, expenditures, etc. where Council, and occasionally the Public Utility Commission, action is required.

SUPERVISION RECEIVED

Employees working in this position usually work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

SUPERVISION EXERCISED

Provides supervision to all Department Heads and Administration Department support staff. Elements of direct control over these positions include recommending hire, promotion, transfer, and termination, and planning and evaluating performance, including issuing corrective actions, resolving informal grievances, and initiating disciplinary actions.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Directs and controls all line operations of the City. Works closely with Department Heads to plan and coordinate activities. Administers performance to ensure effective service to the public and efficient conduct of all municipal affairs.
2. Supervises all staff functions of the City. Responsible for all financial reporting, human resources, labor relations, and all other City functions.
3. Develops and ensures effective utilization of appropriate budgeting, administrative planning, and control procedures. Ensures that proper control reports are developed and used, supervises effective operation of purchasing procedures. Recommends changes in these procedures to the Council and Public Utility Commission.
4. Ensures the development of an effective municipal organization. Includes recommending changes in organizational structure as appropriate, recommending staffing changes or additions.
5. Ensures effective management and use of City assets.
6. Attends HRA Board meetings as needed and maintains a strong working relationship/collaboration with the HRA Executive Director and staff.
7. Provides administrative support to the City Council; and occasionally the Public Utility Commission as needed/required. Prepares agendas and attends meetings. Presents recommendations concerning policies and objectives, participates in discussions as appropriate, and implements Council decisions. Keeps the City Council fully advised of all significant matters and effectively presents all items which require Council or Commission action or approval. Responsible for enforcing City Ordinances and Resolutions.

City of Mora / Mora Municipal Utilities

Position Description

8. Ensures proper public relations. Follows up with all departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively handled.
9. Participates in local affairs as is appropriate. Represents the city at various activities and events.
10. Stays abreast of developments in the municipal and utility field.
11. Cooperates with other governmental units on matters of mutual interest.
12. Administers the affairs of the Administrator's office effectively and in accordance with Minnesota Law.
13. Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Master's degree in Public Administration or a related field, plus two (2) years public-sector administration experience as an Administrator or Assistant Administrator; or

Bachelor's degree in Public Administration or a related field, plus three (3) to five (5) or more years public-sector administration experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Supervisory experience required.

Valid Minnesota Class D driver's license required.

EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

PLANNING

Planning relates to different and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for one or two years.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City/PUC policies, procedures, and practices.
- Laws, regulations, ordinances, etc., applicable to City government.
- Budgeting, accounting, and government financing.
- Considerable knowledge of government processes, services, and planning.
- Management principles and practices as they apply to public sector, including personnel management and organization development.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings. Strong communication skills.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Strong time management and organizational skills.

Ability to:

- Develop and maintain effective working relationships with the mayor and council members, PUC Commissioners, Department Heads, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.

City of Mora / Mora Municipal Utilities

Position Description

- Read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.
- Prepare contracts, ordinances, resolutions, policies, reports, and correspondence.
- Show respect and sensitivity for cultural differences.
- Apply principles of logical thinking to a wide range of intellectual and practical problems.
- Considerable ability to plan and analyze City operations; develop alternatives and determine the costs, advantages, and disadvantages of various alternatives.
- Research and prepare accurate and thorough reports.
- Follow safety procedures and address potentially unsafe conditions.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Effectively manage staff and workload in emergency and crisis situations.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to council direction, take responsibility for own actions, and commit to long hours of work when necessary.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate to extensive knowledge of other department's operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually quiet. Occasional travel outside the city is required. Evening meetings are required. Occasional outdoor work inspecting construction sites and observing field conditions. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

11/30/2021, 10/31/2025

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print Name

Date

Signature

CITY OF MORA – Physical Activity Requirements

Position: City Administrator
Department: Administration

Number: 131

Motor/Mental Ability					Environment & Hazards					Physical Demands				
VI	O	F	C		VI	O	F	C		VI	O	F	C	
				X	Reading			X		Sitting				X
		X			Writing			X		Standing		X		
		X			Mathematics					Walking		X		
		X			Reasoning					Running				
		X			Problem Solving					Lifting	X			
			X		Attentiveness/Concentration					Balancing (walking on uneven surfaces)				
					Extreme Heat					Carrying	X			
					Extreme Cold					Bending At Waist	X			
					Inclement Weather					Climbing	X			
		X			Extreme Noise					Repetitive Hand Motion			X	
		X			Freedom to Act					Twisting Upper Body	X			
			X		Guidance Available					Reaching	X			
	X				Provide Work Direction				X	Kneeling	X			
					Provide Supervision					Driving (foot controls)				
					Works Indoors					Crouching/Squatting/Stooping	X			
					Works Outdoors	X				Crawling				
					Dust/Dirt					Use arm muscles over extended period				
					Mechanical Hazards					Use leg muscles over extended period				
					Electrical Hazards					Over shoulder height work				
		X			Interaction With Other Staff Within Department					Stationary desk or bench work with neck bent forward			X	
		X			Interaction With Other Staff Outside Department					Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment			X	
	X				Interaction With The Public									
					Fumes/Gases									
					Infectious Materials									
					Hostile Situations	X								

Demand Codes:

Blank = Not Applicable or Not Present, does not occur
VI = Very Infrequent, 0-2 times per week, but does occur
O = Occasional, up to 33% of the time at work
F = Frequent, up to 67% of the time at work
C = Constant, up to 100% of the time at work

Weights Lifted in Pounds		VI	O	F	C	Weights Carried in Pounds		VI	O	F	C
Manual						Manual					
0-10		X				0-10		X			
11-25		X				11-25		X			
26-50		X				26-50		X			
51-75						51-75					
76-100						76-100					
101-150						101-150					
151+						151+					
Mechanical (Lifts/Wheels)						Mechanical (Lifts/Wheels)					
0-10						0-10					
11-25						11-25					
26-50						26-50					
51-75						51-75					
76-100						76-100					
101-150						101-150					
151+						151+					

Demand Codes:

Blank = Not Applicable or Not Present, does not occur
 VI = Very Infrequent, 0-2 times per week, but does occur
 O = Occasional, up to 33% of the time at work
 F = Frequent, up to 67% of the time at work
 C = Constant, up to 100% of the time at work

Comments: _____

Approved By: Mandi Yoder, Human Resources Director Date: 11/04/2025

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.



CITY OF MORA
101 Lake St South, Mora, MN 55051
Phone: (320)679-1511
m.yoder@cityofmora.com



APPLICATION FOR EMPLOYMENT

Thank you for considering employment with the City of Mora and. We welcome you as an applicant and look forward to reviewing your application information. It is our policy to provide equal opportunity in employment. The City of Mora will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Mora and Mora Municipal Utilities accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need reasonable accommodation to complete the application process, please contact Human Resources at 320-225-4804.

Position Desired: _____ Date Available: _____ Check: ☐ Part-Time ☐ Full-Time
☐ Temporary ☐ Seasonal

Name	Last	First	Middle
Address			Date
City State Zip			Daytime Telephone
Email Address			Alternate Telephone

Are you legally eligible to work in United States in the position in which you are applying? *(Proof of citizenship or work eligibility will be required as a condition of employment)*

☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

EDUCATION & LICENSING

Last Grade of School Completed: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Post High School: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Grad School

Name and Location of High School:

Did you graduate or obtain a GED?
☐ Yes ☐ No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended:

Use back of application if additional space needed.

Name and Address of School	Course of Study	Completed	Diploma/Degree
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Do you have a driver's license? ☐ Yes ☐ No

If yes, what type? ☐ A ☐ B ☐ C ☐ D ☐ Other

Endorsements:

EXPERIENCE

List work history beginning with most recent experience first.

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed:
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:

☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:

☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:

☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

TO BE COMPLETED BY APPLICANTS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship (s): served or trades learned:

List specific equipment with which you have experience:

MILITARY EXPERIENCE

Branch of Service: _____ Length of Active Duty: _____ Rank at Discharge: _____

Type of Discharge:

Describe duties and any other training:

If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Mora by the application deadline of the position for which you are applying.

REFERENCES List three (3) people you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

Name	Address	Cell Phone	Work Phone	Occupation
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

APPLICATION DATA ADVISORIES ACCORDING TO MINN. STATUE §13.04

The city must advise you of the following purpose and intended use of the data. The city collects this information for the purpose of selecting a candidate for hire. Your data will be used to verify your identity. In the event you are selected for hire, your data will be used to perform a criminal background check including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request. Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary. Consequences arising from supplying or refusing to supply this data: We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position. Additional information regarding The Data Practices Act can be found in Minnesota Statutes, Chapter 13.

Minors submitting the application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to Human Resources Department, City of Mora, 101 Lake Street South, Mora, MN 55051.

AUTHORIZATION

I certify that all the information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Mora is "at will," and that employment may be terminated by either the City of Mora or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Mora, or its representatives used during employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Mora. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures to the City of Mora at all times.

If you are selected for employment with the City of Mora, the following information will be public: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; work telephone number; employee number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of sick or other medical leave or other non-public data; city and county of residence. Anything not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

Applicant's Signature

Date

FIRE APPLICANTS ONLY

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Mora deems necessary to determine my fitness and eligibility and I release and forever discharge the City of Mora, its officials, and employees from any and all claims for any damage or injury I might sustain.

Applicant's Signature

Date



CITY OF MORA

Human Resources Office

SUPPLEMENTAL APPLICATION FORM

Job Title: City Administrator

Applicant's name: _____

(use another sheet of paper if necessary to answer the questions)

1. Describe your current scope of responsibilities and explain how these responsibilities prepare you to take on the leadership and management role and responsibilities of the City Administrator position.

2. Indicate your post-secondary degree and major field of study.

3. Explain your experience working with budgets.

4. Rate your experience in the following areas by placing an "X" in the appropriate box for each item:

Area	Experience			
	None	Up to 3 years	3-6 year	6 years or more
Management experience				
Municipal finance				
Policy preparations				
Fire departments				
Microsoft Office suite: Word, Outlook, Teams, etc.				
Ordinances				
Coordinating compliance with government regulations				
Using and creating Excel spreadsheets				
Working with digital media e.g. websites				
Labor relations				

(use another sheet of paper if necessary to answer the questions)

5. Name the computer software you have used in a business setting, what you used them for, and length of time you used them.
6. Summarize special job-related skills, qualifications, and/or certifications acquired from employment, education, or other experience.
7. Describe the responsibilities the City Administrator has to the Council, employees, and the community.
8. Describe your experience working with the public.
9. Are you able to work evenings; generally 2-3 a month? ☐Yes ☐No
10. Do you currently possess a valid Minnesota driver's license ☐Yes ☐No
11. Have you read the job description and physical requirements?
Are you able to perform all essential functions and meet the physical demands associated with this position?
If no, describe. ☐Yes ☐No
12. Why are you interested in the City Administrator position at this time?



CITY OF MORA Human Resources Office

Veteran's Preference Application

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans. Points are awarded subject to provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or a resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. Not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's preference points without it. You must supply a copy of your DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from a Service Retirement Board. Spouses applying for veteran's preference points must supply their marriage certificate, the veteran's DD-214 and FL-802 or death certificate.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ☐ YES ☐ NO

VETERAN'S PREFERENCE POINTS APPLICATION			
Veteran <input type="checkbox"/> Self <input type="checkbox"/> Spouse		If Spouse, Veteran's Name	
Branch of Service		Period of Active Duty From _____ to _____	
Rank at Discharge	Type of Discharge	Date Final Discharge	Service No.
Are you receiving or eligible for a military pension? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a compensable service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preference Requested		<input type="checkbox"/> Veteran <input type="checkbox"/> Spouse Disabled of Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Widow of Deceased Veteran <input type="checkbox"/> Widow of deceased veteran who was disabled at death	

Your application cannot be considered without supporting documentation. Your supporting documentation must be received no later than five (5) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner. If you supply your supporting documentation by separate mail, your name, date and position applied for should be written on each document.

Supporting documentation ☐ is attached ☐ will be submitted separately

Applicant's Signature _____ Date: _____

Position Applied For: _____



CITY OF MORA Equal Employment Opportunity Information



The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Mora appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

What is your Age? ☐ Under 18 ☐ 18-39 ☐ 40-65 ☐ Over 65

Gender: ☐ Male ☐ Female

With which racial/ethnic group do you identify?

- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☐ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

Disability status, defined as:

1. Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing, or learning);
2. Has a history of a disability (such as cancer that is in remission);
3. Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No

How did you learn of this Opening?

- | | |
|--|--|
| <input type="checkbox"/> Kanabec County Times | <input type="checkbox"/> League of Minnesota Cities web site |
| <input type="checkbox"/> Advertiser | <input type="checkbox"/> job posting |
| <input type="checkbox"/> City of Mora web site | <input type="checkbox"/> Other _____ |

Position (s) for which you are applying: _____

Please return with your application or mail separately to: Attn: HR Department
City of Mora
101 Lake Street South
Mora, MN 55051-1588