



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

EXECUTIVE DIRECTOR

MCIS (pronounced *em-sis*) is an acronym for Minnesota Counties Information Systems, which is a governmental organization located in Grand Rapids, MN that provides development and support of software applications, and hosting/operational support for member counties.

MCIS is searching for a Full-Time Executive Director. To apply, applicants must complete the following:

- Review the job summary and job description posted on the website.
- **MUST COMPLETE the standard company application posted on the website.**
 - Please note, you can download the form to complete or complete it online and then print/save as PDF to your desktop.
- Email your completed application, resume, and cover letter on to lyle.eidelbes@mcismn.gov
- Due to unforeseen circumstances for the MCIS Board's search team, they will continue to accepting applications until further notice.
- If you choose, you can mail your application, resume, and cover letter to:
MCIS
Attn: Executive Director
413 SE 7th Ave
Grand Rapids, MN 55744
- MCIS main office phone number: 218.326.0381
- Planned timeline for selection process
 - Due to the holidays and the yearly start up activities within member counties, the process to get to the final selection will be as follows:
 - Applications close - open until search team meets after new year.
 - Interviews are planned to be done February 2026.
 - Finalize selections and get MCIS Board approval – March 2026
 - Desire selected individual to start on or before April 1, 2026.

Note – relocation to the Grand Rapids, MN area is required