



## **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](mailto: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 7<sup>th</sup> 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***