

## CITY ADMINISTRATOR

**EMPLOYER:** City of Garden Plain  
**DATE OF POSTING:** September 1, 2021  
**JOB TYPE:** Full Time/Exempt  
**LOCATION:** Garden Plain, KS  
**DEPARTMENT:** Administration  
**SALARY:** \$75,000 plus benefits; depending on qualifications

### POSITION SUMMARY

The City of Garden Plain, Kansas seeks a City Administrator (CA) to act as the Chief Administrative Officer for the City. This is a new position for Garden Plain, and due to active growth of the community. The CA shall be appointed by the mayor with the consent of the city council and is responsible for administering the day-to-day operations of the City. The CA shall be selected on the basis of their executive and administrative qualifications, education, experience, and personality.

### ESSENTIAL FUNCTIONS

#### Administrative & Managerial Duties:

- Provide for the administration and management of the daily business of the City of Garden Plain.
- Manage, supervise, and direct all city departments and employees.
- Ensure the provision of effective and efficient service delivery.
- Serve as the authorized spokesperson and representative of the City to local, regional, and state entities.
- Be strategic and visionary; think creatively and solve issues acknowledging the City's limited resources.
- Attend all regular, special meetings and work sessions of the Governing Body (unless excused) and other meetings of community boards, commissions, and other organizations as the Governing Body shall designate.

#### Financial Management:

- Assist in the preparation of the annual City budget, in partnership with the City Treasurer, ensuring compliance with all state and City laws, regulations, and public hearing notice requirements.
- Create, update, and recommend an annual Capital Improvement Plan (CIP) for adoption by the Governing Body.
- Create, update, and recommend Municipal Equipment Reserves (MERs) for all divisions/departments of the City.
- Advise and report (on a regular basis) to the Governing Body on the financial condition of the City.
- Establish and recommend purchasing policies and procedures, to be adopted by the Governing Body.
- Exercise general supervision and control over city purchases and expenditures in accordance with the adopted City budget, policies, plans, and procedures.
- Make recommendations to the Governing Body in connection with the issuance and awarding of RFPs, RFQs, project bidding, and other items such as grant applications and funding awards.
- Negotiate and supervise all contracts and projects to ensure they are effectively and efficiently performed.

**Planning and Development:**

- Develop (or cause to be developed) short and long-range plans for the City including but not limited to the Comprehensive Plan, Parks Master Plan, Utility Master Plan, Downtown Redevelopment Plan, and others as the Governing Body may request from time to time.
- Ensure all Planning and Zoning codes and City Ordinances are up to date, developer-friendly, and protect the City's interest in community growth and development.
- Oversee and execute adopted development incentive policies.
- Actively work to grow the community, including the recruitment and expansion of business, industry, retail, and residential subdivisions.

**Communication:**

- Effectively manage the City's communications and public image within and outside of the community.
- Serve as the City's primary point of contact for all official City communications.
- Give advice on laws, ordinances, and general information to the public.
- Provide regular updates on City projects and the state of the City to the Governing Body and residents. This may include weekly or bi-weekly updates to the Governing Body, monthly or quarterly newsletters to the Citizens of Garden Plain, and effective posts and communications utilizing the City's authorized social media presence.
- Meet with citizens, community interest groups, private sector partners, nonprofits, school district, and others. May give talks and presentations to other local partners and organizations.

**Human Resources:**

- Serve as the Human Resources manager, including hiring, management, and discharge of all employees of the City of Garden Plain, excluding the City Attorney and Municipal Judge who answer directly to the Mayor and City Council, and the City Treasurer as an appointed official.
- Establish and maintain a high-performing, servant leadership culture.
- Establish and recommend an ethical code of conduct for employees and the Governing Body.
- Recommend training, education, policies, and technologies that will help team members improve productivity and performance.
- Create, revise, and update all employee job duties and descriptions.
- Conduct all annual employee performance evaluations.
- Make recommendations to the Governing Body regarding position classifications, pay scales, and annual Cost of Living Adjustments (COLAs) to retain and enhance a superior, effective workforce.
- Establish and implement personnel policies and procedures in compliance with state and local regulations and best practices.
- Recommend health insurance and comprehensive benefit plans for all employees, to be adopted and approved by the Governing Body.

Except for the purpose of inquiry, the Governing Body authorizes the City Administrator to handle all personnel issues. Neither the governing body nor any member shall give orders/directions to any employees of the city, nor be responsible for promotions or disciplinary actions.

**QUALIFICATIONS:****Required Minimum Qualifications:**

- Must be a citizen of the United States.
- Bachelor's degree in public or business administration, political science, or related field from an accredited university.
- Three years' experience in local government or nonprofit administration.
- Experience with public sector service delivery, finance, and budgetary responsibility.
- Must possess good character, integrity, and high ethical standards.
- Strong planning skills.
- Strong customer service skills.
- Ability to manage, coach, and develop a diverse team of employees.
- Strong oral and written communication skills.

**Preferred Qualifications:**

- Master's degree in public or business administration from an accredited university. Extensive local government experience may be substituted for educational requirements.
- Knowledge of community and economic development.
- Personal or professional experience with a rural community and/or one located within an MSA.
- Experience in researching, writing, and obtaining grant funding for projects and programs.
- Project management experience.

**REQUIREMENTS AND WORKING CONDITIONS:**

- Daily contact with the public, personnel, and Governing Body.
- Physical activity associated with working in an office setting is required; ability to perform site visits with investors, developers, inspectors, and prospects.
- Travel is anticipated for the purpose of professional development, association, and organizational meetings. This position does not require long-term travel.
- The selected candidate will be subject to background and credit checks, professional and personal reference checks, and any other screening and assessing as determined necessary by the Governing Body and the City's insurance carriers.

Any combination of education and professional experience that provides for the necessary qualifications may be considered.

**TO APPLY:**

A cover letter, resume, three personal, and three professional references should be emailed to [cityclerk@gardenplain.com](mailto:cityclerk@gardenplain.com). No in-person or hard copy applications will be accepted. Questions about this position should be referred to Garden Plain City Hall at 316-531-2321.

The selection committee may request additional information such as writing and presentation samples.

First review of applicants will occur by a selection committee on October 1, 2021. Initial interviews are anticipated the second and/or third week in October. More than one round of interviews will occur.

Position may close at any time. The City of Garden Plain is an EEO/ADAAA employer.

