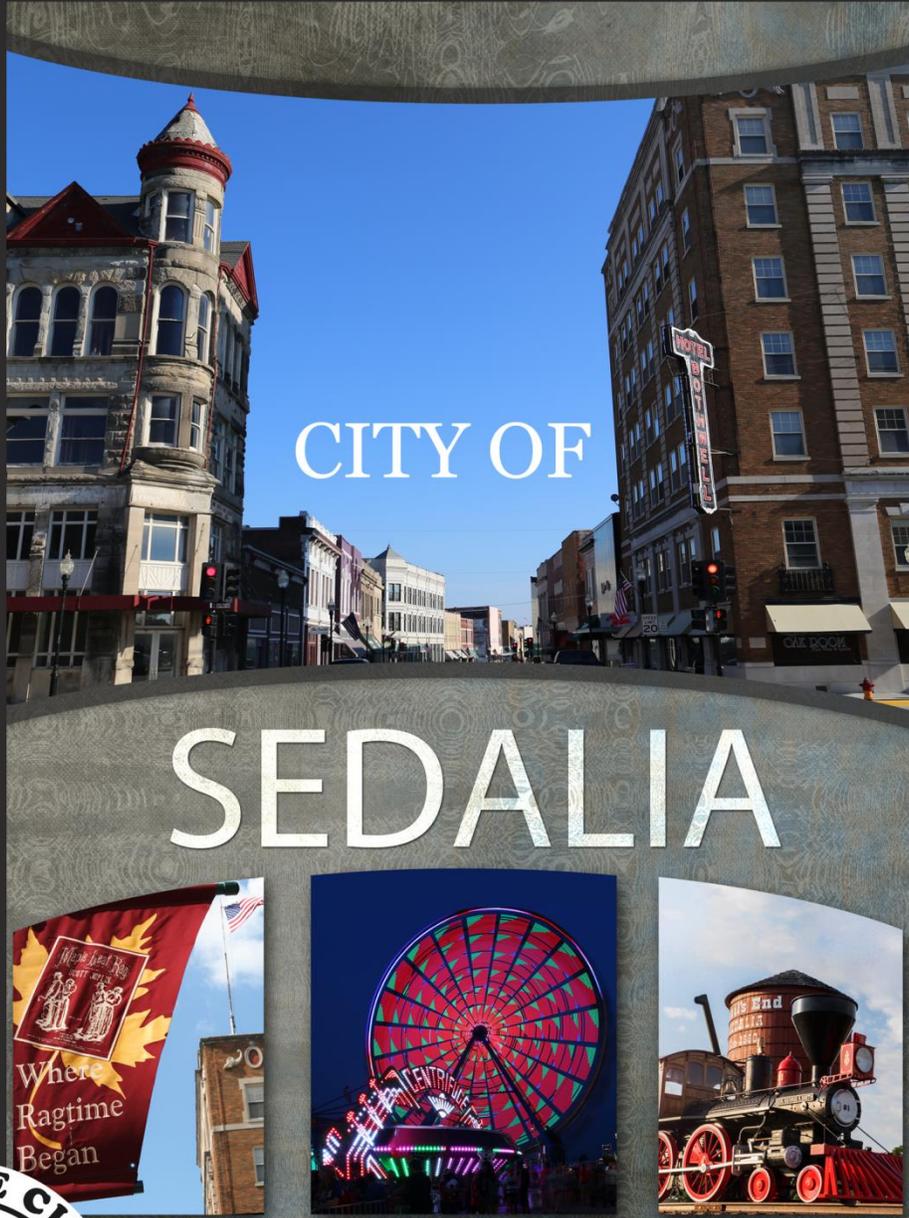


# CITY ADMINISTRATOR RECRUITMENT PROFILE



Qualified persons are invited to apply by September 11, 2017. Applicants should send a cover letter and complete resume detailing experience, education and other relevant factors. Documents should be submitted to the Personnel Office at 200 S. Osage Avenue, Sedalia, MO 65301 or to Personnel Director John Rice: [jrice@cityofsedalia.com](mailto:jrice@cityofsedalia.com).



Sedalia, Missouri is the principal municipality in the Sedalia Micropolitan Statistical Area. The City population is about 21,500. Sedalia is the retail and job center for a multi-county area with relatively small amounts of retail and jobs leakage. Sedalia is the location of the Missouri State Fair, which attracts around 400,000 people each August. The fairgrounds also attract many thousands more year around because of planned events. The annual Scott Joplin Ragtime festival is held each June and attracts music enthusiasts from around the world. The KATY Depot and Museum are an important stop along the 240 mile KATY trail that stretches across the State of Missouri and attracts bicyclists and hikers from around the nation and world. Whiteman Air Base, the home of the B-2 Stealth Bomber, is about 20 miles away.

### SEDALIA'S MISSION

To insure a superior quality of life for its Citizens by providing the most cost effective municipal services.

### HISTORY AND ECONOMIC DEVELOPMENT

Sedalia has a proud history from its years as a trail head for the Texas cattle drives, to its early railroad days and its current position as an economic center for the region. Sedalia was founded in October 1860, and is the seat of Pettis County in West-Central Missouri. There is a culture of economic development in Sedalia. A large number of industries call Sedalia home. Whenever an industry is interested in locating to Sedalia, all elements of the community work together to help attract that business. The City is a major player in the local economic development efforts and the next City Administrator will be expected to carry-on and contribute to that tradition.

## GOVERNMENT

The City of Sedalia has eight elected Council members with two representing each of the four wards. They are elected to two year staggered terms. Each year, citizens are asked to vote on four of the eight council seats. The Mayor is elected citywide to a four year term. The current Mayor is up for re-election in 2018. Although they are not hesitant to openly discuss policy differences, the current Mayor and Councilmembers work well together. The City of Sedalia has a highly professional staff, and with the Mayor and City Council, and leadership from the new City Administrator, they are poised to take the City to higher achievements.

## CHALLENGES

### Here are a few:

- It is important that the new City Administrator have a strong economic development background and be a team player with many different segments of the City, County and State with the goal of economically strengthening our community.
- Work is beginning on the construction of a new police station. This person must assist with the oversight of this work and work with the Finance Director to keep the project on budget.
- Although the City has a strong General Fund balance (50% this FY and similar numbers in previous years) the New City Administrator must strive to maintain these strong numbers. This is especially important in light of declining sales tax figures locally, statewide and nationally, in part due to internet purchases. This person must have experience working with elected officials and staff to have a tight budget.
- We must maintain our good relationship with our county, state and federal legislators.
- A rental inspection ordinance is nearing completion. The new City Administrator will be expected to oversee its completion and implementation.
- Sedalia has a strong downtown. The City Administration will be needed to help continue the successful work of others and assist with the final phase of a multi-year streetscape project.
- Streets, Sewer, Sanitation have all undergone significant improvements in recent years with more planned. This person will be expected to have a background in these public works issues and work with the Public Works Director to provide direction.
- A one-million dollar animal shelter was recently built by a local citizen and donated to the City. Consequently, we have a state-of-the-art facility. An understanding of the importance of this issue to a large number of citizens is necessary.
- It is crucial that the Administrator understand the nuances of social media and how to work within that new media environment.
- The City is not looking for an authoritarian micromanager. Instead, it needs a team player who also leads while helping to set goals and measuring to assure the citizens and Council that those goals are met.

## CITY ADMINISTRATOR DUTIES AND QUALIFICATIONS

### **Job Summary:**

The purpose of this position is to administer the city government. Successful performance ensures the sound administration of the City of Sedalia.

### **Job Scope:**

The Mayor and/or City Council assign work in terms of city goals and objectives. The City Administrator is responsible for implementing policies as set forth by the Mayor and City Council. The work is reviewed through conferences, reports, and observation of city operations.

### **Essential Duties and Responsibilities:**

1. Acts as the chief administrative assistant to the Mayor and shall have general superintending control of the administration and management of the government business, officers and employees of the City, subject to the direction of the Mayor.
2. Assures the development of short- and long-term plans to meet the goals and objectives of the City; directs the development of city operations and presents policy recommendations to the City Council regarding all aspects of city programs and services; implements the policies established by the council.
3. Oversees the operation of all city departments. Assures efficient and responsible city operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and programs responsibilities to department heads and works with them in developing administrative and departmental goals.
4. Acts as purchasing agent for the city; supervises preparation of bid specifications for services and equipment.
5. Oversees preparation of the City's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the Mayor and City Council, and makes oral presentations at budget hearings regarding specific budget proposals.
6. Monitors the city's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the City Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.
7. Prepares the city's annual report.
8. Administers the city's personnel system: consults with department heads regarding advancement and salary increases for and selection and termination of city employees; makes recommendations to the Mayor and City Council regarding the appointment and removal of department heads.
9. Reviews and approves or disapproves the hiring, termination or changes in status of employment and pay for city employees; oversees labor relations function of the City and recommends bargaining guidelines and settlements to the City Council.
10. Recommends appointment of department heads to Mayor, subject to the concurrence of the City Council, and evaluates department head performance.
11. Oversees preparation of the agenda for City Council meetings, consulting with the Mayor and department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations; makes policy recommendations to the Mayor and City Council; attends all City Council meetings.

## CITY ADMINISTRATOR DUTIES AND QUALIFICATIONS - CONTINUED -

12. Serves as liaison to local commissions, boards, and committees to coordinate their activities. Assures city participation in intergovernmental and intercommunity groups and takes an active role in representing the City; serves as board member on intergovernmental agencies, committees and commissions.
13. Oversees the City's intergovernmental relations function representing the City with federal, state, county and regional agencies; advocates city positions on proposed legislation and program regulations and reviews grant applications prepared by city staff.
14. Attends seminars, conferences, and programs pertaining to municipal government.
15. Communicates with media representatives and prepares press releases as necessary.
16. Supervises the maintenance of all city records and documents.
17. Provides for citizen awareness of city goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.
18. Provides primary interface with City Council and city staff; keeps the City Council informed of city program activities and events affecting city services.
19. Supervises the maintenance of records of all real and personal property owned by the city; coordinates the sale of property as directed.
20. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

### **Minimum Qualifications:**

1. Master's degree in related field from an accredited college
2. 5+ years of managerial experience in a related field with similar sized municipalities
3. Knowledge of municipal government practices preferred
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

## HOW TO APPLY

Applications for the position of City Administrator must be received by 5:00 PM on Monday, September 11, 2017. The cover letter, resume and certifications, etc. should be submitted to the Personnel Office, City of Sedalia, 200 S. Osage Ave. Sedalia, Mo. 65301 or these materials may be submitted electronically to [jrice@cityofsedalia.com](mailto:jrice@cityofsedalia.com). Additional information may be obtained by contacting John Rice at the above e-mail address.

**Sedalia is an Equal Opportunity Employer and a Drug-Free Workplace.**

# GET IN TOUCH

CITY OF SEDALIA  
200 S. Osage Avenue  
Sedalia, MO 65301

Visit our website: [www.cityofsedalia.com](http://www.cityofsedalia.com)  
Contact Personnel Director John Rice: [jrice@cityofsedalia.com](mailto:jrice@cityofsedalia.com)

( 660 ) 827 - 3000