

**New Job Posting**

**April 14, 2022**

**City Administrator—Spring Hill, KS**

Under the supervision of the Mayor & City Council, the City Administrator is an exempt position under the FLSA. The City Administrator shall be responsible for directing, managing and overseeing the operation of the City while planning for and providing guidance regarding future operations. Ability to provide sound leadership to Department Heads to strengthen their ability to manage the day-to-day operations of their respective areas is needed as well as to manage the day-to-day operation of the Public Affairs and IT functions. This position will ensure the laws and ordinances are enforced. The Administrator shall administer the appointment and removal of all Department Heads at the direction of the Mayor and City Council. The City Administrator, as recommended by the Department Heads, shall have the authority to appoint, discipline and terminate all subordinate officers and employees of the City. This position may cause the affairs of any department or the conduct of any officer or employee to be examined and may make recommendations to the Mayor and City Council on all matters concerning the welfare of the City to include budget related matters as well as short and long range strategic development of the City's Master Plan. **Essential Duties:** Leads weekly staff meetings in preparation for completion of agenda and necessary support data for City Council meetings; Supervises all subordinate personnel; Responds and researches specific requests of the Mayor and City Council; Responds to citizen requests and complaints; Collaborates with department heads, committees, and advisory boards on problem solving and researching City issues; Authorizes all non-Department Head new hires with the recommendation of the Department Head and Human Resources; Makes presentations to local organizations and civic clubs upon request regarding City issues; Represents the City regarding negotiations with other local entities such as the County, utility companies, school board and local property owners, etc. on City matters ;Represents the City of Spring Hill at governmental functions, both on a national and state level; Prepare and submit budget related updates, annual reviews, etc. for all departments to the Mayor and City Council for approval in conjunction with the Finance Director; Prepares five-year CIP plan in conjunction with Department Heads; Research federal and state grant availability and processes necessary paperwork; Takes part in economic development and tourism strategies and promotions; Maintains a physical presence and reliable attendance wit the ability to respond at all hours when necessary; Other related duties as deemed necessary or as required. **Duties, responsibilities, scheduling, shift assignments and work location, may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Minimum Qualifications:** Bachelor's degree in Political Science, Public Administration, Business, or other closely related field. A combination of education and experience that provides the skills and abilities will be considered. Residence within the City of Spring Hill. Six to eight years of similar or related experience. **Special Knowledge, Skills and Abilities:** Past experience of individual must show a general knowledge in areas including municipal engineering and public works, parks and recreation, street maintenance, police department functions, planning and community development principles and practices, solid waste management, labor relations and collective bargaining activities, grants procurement and administration economic development strategies, tourism promotion, understanding of state laws, including budget process, purchasing, and other related matters. Experience and knowledge in municipal accounting is desirable. Prior knowledge in operation of public utilities, including improvements for water and sewer systems, preferred. This employee should be able to operate computers, printers, photocopiers, and other office equipment. The ability to understand and anticipate problems, to develop and enforce policies and budgets, to interpret data and develop concepts to explain findings, and to read and interpret written documents, federal, state, and local environmental regulations, reports, and manuals is required. This employee should possess excellent public relation, supervisory, organizational, management, oral and written communication skills. **Compensation:** \$139,942.40 to \$191,588.80 annually. The City of Spring Hill offers excellent, comprehensive benefits including medical, dental and vision coverage as well as paid leave and KPERS retirement.

**Apply Online:** Complete our online application and upload your cover letter and resume via our website at [www.springhillks.gov](http://www.springhillks.gov) Paper applications printed from <https://www.springhillks.gov/DocumentCenter/View/678/Employment-Application?bidId=> . Send completed application, cover letter, and resume to:

Human Resources  
City of Spring Hill  
401 N. Madison St.  
P.O. Box 424  
Spring Hill, KS 66083  
[hr@springhillks.gov](mailto:hr@springhillks.gov)

To advertise your position through our network, please send the job ad to [IPMA HR Job Blast](#).

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