



ASSISTANT CITY ADMINISTRATOR JOB DESCRIPTION



Community Profile

The City of Edgerton, Kan. (pop. 1,741) is located in the southwest corner of Johnson County, a suburb of the Kansas City area. Edgerton defines itself as the unique juxtaposition of a small town with strong community values and a world-class inland port with direct connection to the global supply chain. As home to Logistics Park Kansas City (LPKC), Edgerton is forging connections that have global reach with local impact.

Logistics Park Kansas City is a 3,000-acre master planned distribution and warehouse development. Served by global intermodal transportation leader, BNSF Railway, LPKC has capacity for 25 million square feet of industrial buildings. LPKC offers companies the ability to quickly and efficiently ship goods by rail and truck to their final destinations. Opened in 2013, LPKC currently offers about 16 million square feet of industrial warehouse space with over 5,000 FTE jobs in Edgerton and more than 12,000 indirect employment options. LPKC has attracted national tenants including Amazon Fulfillment, Walmart, Kubota, Hostess Brands, Dot's Pretzels, Flexsteel Industries and others.

Edgerton residents enjoy a small-town, rural setting in one of the fastest growing counties in the nation. Edgerton is a community where neighbors know each other, kids walk and ride bikes to school, and downtown is anchored by the local bank, the Bank of Knowledge library, the Post Office and City Hall. Edgerton is accessible from Highway 56 to the north and Interstate 35 to the south.

Edgerton is part of the Gardner Edgerton Unified School District #231 with seven elementary schools (K-4), two middle schools (5-8) and one high school (9-12). Gardner Edgerton Schools are home to three National Blue Ribbon Schools from the US Department of Education and numerous awards recognizing USD231 schools as Top 5 Percent of Schools in Kansas.

Edgerton residents enjoy a host of activities, including Frontier Days, a community festival which began as a Boy Scout fundraiser in 1971, and a Community Picnic and Fireworks Show to celebrate Independence Day. It is just a short drive away from Kansas City-area amenities like Kauffman and Arrowhead Stadiums, the Country Club Plaza, the Kansas Speedway, historic 18th and Vine jazz district, the Nelson-Atkins Museum of Art and much more.

Governance & Organization

The City of Edgerton is a third-class city led by a Governing Body consisting of the Mayor and five City Council members. All members of the Governing Body are elected at-large and serve staggering terms of four years. Using a policy governance framework, the Governing Body is responsible for guiding the vision and direction of the City through the adoption of City policy, ordinances, resolutions and the annual budget. The Governing Body meets every second and fourth Thursday of each month at 7:00 p.m. in City Hall. The Governing Body also conducts work sessions as needed.

The City Administrator is appointed by the City Council. The City Administrator is responsible for all day-to-day operations and administration of the City including hiring authority for all employees.

The City's FY 2022 budget is \$8,672,418 (mill levy 29.939) and has 24 full-time and three part-time positions. The organization has six departments as follows:

- Administration: finance, human resources, risk management, marketing and communications, city clerk and records management functions
- Municipal Court: court is conducted on the first and third Tuesdays of every month
- Community Development: code enforcement/animal control, building inspection, planning and zoning
- Parks and Recreation: maintenance of all city parks and recreation programs for Edgerton citizens
- Public Works: maintenance of the City's street infrastructure; operation and maintenance of the City's storm water systems, streets and traffic control network
- Utilities: water distribution for approximately 723 water customers both inside and outside the city limits and sanitary sewer services for about 616 sanitary sewer customers

The City of Edgerton has built strong partnerships with outside agencies including Johnson County Sheriff's Office, who provides policing services, and Johnson County Fire District No. 1, for fire protection services. Edgerton also advocates for strong business climate with our partners at ElevateEdgerton!, Kansas City SmartPort, Kansas Department of Commerce and others.

In July 2016, S&P Global Ratings, assigned its third highest rating, 'AA' (stable outlook) to the City of Edgerton's general obligation bonds. This was the City of Edgerton's inaugural bond rating.



Ideal Candidate

The City of Edgerton seeks an experienced, creative and collaborative local government professional to serve as the City's Assistant City Administrator. The ideal candidate will possess outstanding leadership and personnel management skills to effectively and efficiently guide this team-oriented organization, particularly as he/she oversees the City's administration with a focus on human resources, insurance, risk management, safety and IT. The ideal candidate will have proven management skills and will be an effective communicator comfortable with many different audiences. The ideal candidate will be a motivated self-starter who is organized and able to handle multiple priorities. The candidate will be collaborative, able to build relationships within the municipal organization and with other local, state and regional organizations.

The ideal candidate will be a strongly committed individual who has a positive record of achievement and history of developing constructive working relationships across all departments. The chosen candidate will be a leader with a demonstrated track record of effective staff management. A service-oriented manager who respects all employees, the Assistant City Administrator will foster a culture of accountability and maintain high morale throughout the organization. The Assistant City Administrator will serve as a team-builder and mentor to employees and will be committed to developing City staff to their fullest potential.

The successful candidate must possess exceptional interpersonal and communication skills, with the ability to clearly convey information at all levels within the organization and throughout the community. A strong political acumen and experience working with elected officials will be essential. The candidate should be politically astute, but always politically neutral and capable of using sound judgement and building consensus.

Important Job Functions



- **Assists the City Administrator in carrying out the strategic direction of the City set by the Governing Body** and carries out duties in the day-to-day operations of the city government.



- **Provides direction, leadership, and supervision** to staff, vendors and consultants, including the planning, directing, and coordinating work plans for assigned areas. Review and evaluate work methods and procedures and meet with staff to identify and resolve problems.



- **Manage human resource functions**, including compensation, benefits, recruitment, retention, training, bargaining, regulatory compliance and personnel policies. Provides leadership, direction and guidance in human resource strategies and policy development.



- **Coordinates the City's liability insurance programs** and administers the City's risk management program and workers' compensation programs. Oversees the City's Safety Committee and works collaboratively with all department heads to ensure a culture of safety is inclusive in all work practices.



- **Responsible for coordination of all information technology needs of the City** including identifying IT needs for each department by working collaboratively with department heads. Creates and maintains an inventory of City-owned technology. Provides recommendations to the City Administrator on an annual technology budget and replacement plan. Manages all external technology services on behalf of the City.



- **Assists with development of the annual budget** for assigned areas of responsibility to assure sound fiscal control. Perform cost control activities. Monitor revenues and expenditures and assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Education & Experience

The selected candidate must hold a bachelor's degree in public administration, business administration or a related field and have five to seven years of progressively responsible related experience, including supervisory experience. A master's degree in public administration or business administration is preferred. Any combination of education, training, and experience that provides the required skills and abilities would also be acceptable. The selected candidate must have a valid Driver's License. Residency within the City of Edgerton is not required.

Compensation & Benefits

The salary range for this position is \$95,292 – \$142,937. The starting salary will be dependent on qualifications and experience. The City offers an attractive benefits package, including affordable medical, dental and vision programs, optional deferred compensation, vacation and sick leave, group life insurance and an array of voluntary benefits. The City participates in the Kansas Public Employees Retirement Systems (KPERs).

How to Apply

Applications will be accepted electronically by Ms. Leslee Rivarola, RR Municipal Advisory Services at rrmunicipaladvisory@gmail.com. Please include a cover letter, resume with salary history and a list of three to five professional references. Full position description available at <http://www.edgertonks.org/job-openings>. Any questions may be directed by email to Ms. Rivarola at the email above. **Review begins as applications are received. The position will remain open until filled.**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

