

City Administrator – HOLTS SUMMIT, MO

The City of Holts Summit is seeking a qualified individual for the position of City Administrator. The position will be responsible for the day to day management/oversight of all city operations to include: administration, police, sewer and public works. The position prepares the annual budget and advises the Mayor and Board of Aldermen on matters of public policy, employee relations, and general operations of the city. It is imperative that the applicant have a work history that reflects their ability to work well with citizens, advisory boards, county commissions, and a history of understanding the role of serving as the advisor to an elected body. The City's operating budget is more than \$3 million and recent audits indicate a sound financial picture. There are 28 FT employees. There are several capital improvement projects that will be scheduled in the next fiscal year, most notable, the construction of a waste water force main. A bachelor's degree in public administration, business, or a related field is required; a master's degree in a related field is preferred. The selected candidate must have five years of public sector experience, preferably as a city administrator or assistant city administrator. Department director experience will be considered. ICMA credentialing is a plus. Previous city management/department head experience is a plus. The city will provide a competitive salary, depending on qualifications and experience, insurance, and LAGERS retirement. Residency is required within 90 days of appointment. Submit a cover letter, resume, salary history, and 3 professional references to PO Box 429, Holts Summit, MO 65043, attn: City Clerk, or email to cityclerk@holtssummit.org. The position will remain open until filled.