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# City Administrator Lansing, Kansas (11,642 Pop.)

## City Administrator Position – An Overview

The City of Lansing ([www.lansing.ks.us](http://www.lansing.ks.us)) is seeking qualified candidates for the position of City Administrator. The low range of the salary is \$89,000 and the final salary will be dependent upon a candidate's qualifications and experience. The position reports to the Governing Body made up of the Mayor and 8 Council members. The City operates using a \$16.5M combined funds budget with 58 full-time employees. The City Administrator is responsible for overseeing all municipal operations plus a wastewater utility. The ideal candidate will be an energetic leader with the ability to focus on well planned development, possess outstanding communication skills, and be knowledgeable about economic development and municipal finance. At least 5 years experience as a city administrator, assistant, or in a similar executive level position is required. Residency and a bachelor's degree are required, and a master's degree in public administration is preferred. (EOE)

### Selection Process

This recruitment profile will be used as a guide to evaluate and screen applications for possible interviews and appointment. All inquiries relating to the recruitment and selection process should be directed to Art Davis at (816) 898-1962. Interested candidates should submit their confidential cover letter, resume and six (6) work related references by email (Word) to [ArtDavis@ArtDavisGroupLLC.com](mailto:ArtDavis@ArtDavisGroupLLC.com) by **Friday, April 3, 2015**. A full background check will be conducted on all finalists prior to an interview.



Lansing City Hall

## Lansing – At a Glance

### Community

A growing community uniquely located on the Missouri River in Leavenworth County, Lansing is 20 minutes from KCI Airport, and 15 minutes north of Kansas Speedway and other regional attractions. It is also a short distance from Historic Fort Leavenworth, which includes the U.S. Army Command and General Staff College. Poised for future development in northwest metropolitan Kansas City, Lansing was identified this past decade by *Money Magazine* as "One of the Top 100 Best Places to Live", and was recently named "one of the safest small towns in Kansas." Lansing boasts a great quality of life with outstanding neighborhoods and home prices averaging around \$200,000.

### Education

The Lansing Unified School District No. 469 ([www.USD469.net](http://www.USD469.net)) spans 49 square miles in Leavenworth County with more than 2,600 students. The District is fully accredited and award winning with strong community support as evidenced by the establishment of an Educational Foundation that has granted over \$150,000 to fund classroom initiatives and innovation over the last 10 years. During the same time period the District has had National Merit Scholars, appointees to the major military academies, and Commended National Merit Scholars. The community recently supported a \$73M bond issue to construct a new high school and renovate a middle school, both scheduled for completion in August 2015. The Wallula Christian School is a private school serving students from pre-school through fifth grade. Several higher education options include the University of Saint Mary, a four-year co-educational Catholic liberal arts university, and an extension of Kansas City Kansas Community College - both located just minutes away in Leavenworth, Lansing's sister city. The University of Kansas is a short 35 minute drive to the west.



Lansing Daze

## Recreation

The City hosts several important community celebrations throughout the year including the Lansing Daze/Brew, Blues, & Bar-B-Q Festival on the first Friday in May; a traditional Fourth of July Celebration; and, Autumn in the Grove - an art show and festival to provide fund raising opportunities for local civic and nonprofit organizations held on the second Saturday of October. The City maintains six parks and operates an Activity Center. Lansing's parks provide an array of activities including fields for soccer, baseball and softball, fishing ponds, walking trails, picnic tables, shelters, and a sand volleyball court. The Lansing Activity Center provides gymnasiums, classrooms and other activities.

## Healthcare

Local hospitals in the area provide a full array of healthcare options, including emergency services, maternity care, and rehabilitation services. Only minutes away from Lansing are St. John Hospital ([www.providence-health.org](http://www.providence-health.org)), St. Luke's Cushing Memorial Hospital ([www.saintlukeshhealthsystem.org](http://www.saintlukeshhealthsystem.org)), and the Eisenhower Veterans Administration Medical Center ([www.leavenworth.va.gov](http://www.leavenworth.va.gov)).

## Economic Development

Lansing places a strong emphasis on economic development and tourism with an internal department focused on these priorities. The City has adopted an economic development incentive policy to assist with growing and expanding existing businesses, and for attracting new investment from outside the City. A significant attraction is the Lansing Historical Museum, overseen by the City's Library Director, is housed in the historic 1887 Santa Fe Railroad Depot now located on the Lansing Correctional Facility (LCF) property. The LCF is a state prison covering 2,538 acres designed with maximum, medium and minimum security levels and an inmate capacity of nearly 2,500. The City's largest employers include the LCF with more than 1,000 employees, followed by Aramark Uniforms, Larkin Excavating, and the Lansing Unified School District.

The City's Economic Development Department works closely with the Leavenworth County Development Corporation ([www.lvcountyed.org](http://www.lvcountyed.org)) and the Leavenworth-Lansing Area Chamber of Commerce ([www.lvchamber.com](http://www.lvchamber.com)). Visitors to Lansing can stay in two hotels: the Holiday Inn Express Hotel and Suites and the Econolodge.

## Municipal Organization

Lansing is a city of the 2<sup>nd</sup> class, as prescribed by state law, and operates using a \$16.5M combined funds budget with 58 full-time employees. The City Administrator reports to the Mayor and City Council and is recognized as the chief administrative officer responsible for all city operations within the guidelines established by the Governing Body. The City Administrator is responsible for the enforcement of all laws, ordinances and administrative policies; supervision of employees; and the oversight and preparation of the annual operating and capital budgets. Responsibilities also include functional oversight for the areas of police, economic development and tourism, public works, finance, community development and planning, parks, wastewater treatment, and a public library. Fire services are provided by the Leavenworth County Fire District No. 1 ([www.lvcofiredistrict1.com](http://www.lvcofiredistrict1.com)), which protects and services nearly 78 square miles, including the City of Lansing. Water services are provided by Lan-Del Water District and refuse collection and recycling are contracted out. The senior staff is experienced and talented. This position represents a tremendous opportunity for the right candidate to showcase their management, leadership, and facilitation skills in a number of areas.

## Mayor and City Council

Hon. Gene Kirby	Mayor
David Trinkle Jr.	Ward 1
Kevin Gardner	Ward 1
Don Studnicka	Ward 2
Andi Pawlowski	Ward 2
Kerry Brungardt	Ward 3
Jesse Garvey	Ward 3
Tony McNeill	Ward 4
Gregg Buehler	Ward 4

## Regularly Scheduled Meetings

City Council	1 <sup>st</sup> & 3 <sup>rd</sup> Thursdays each month
City Council Work Session	4 <sup>th</sup> Thursday each month
Planning Commission	3 <sup>rd</sup> Wednesday each month

## Characteristics, Skills and Experience Desired in Ideal Candidates

The Mayor and City Council collectively identified some key attributes they believe are important in order to compete for the position and to be an effective leader for the organization.

- Self-motivated leader with strategic vision
- Experience in municipal finance / budget
- Professional, efficient and fiscally responsible
- Proven listening and communication skills: (*written, verbal, social media*)
- Ability to develop public / private partnerships to improve community
- Proven economic development and negotiating experience
- 5 yrs. experience as CA/ACA, or equivalent
- Personable, committed to community with ability to inspire
- Track record of integrity and honesty
- Willing to engage with community (businesses / residents)
- Ability to inspire, empower and positively lead organization
- Responsive to citizens, Governing Body, and employees
- Strong, collaborative, leadership skills; team player
- Demonstrated knowledge of technology