



City Administrator Mission, Kansas (10,000 Pop.)

The City of Mission is seeking qualified candidates for the position of City Administrator. The position reports to and is appointed by the Mayor, with consent of the Council. The City is divided into four wards, each represented by two members on the City Council. The Mayor is elected at large for a four-year term. Council members serve 4-year staggered terms resulting in an election every two years.

The position oversees 70 FT and 100 PT employees with an operating and capital budget of \$27M. The City seeks a strong communicator and team builder to lead redevelopment projects and other City priorities. The City has a talented staff and desires a strong chief administrative officer to manage and lead this unique organization as it continues to implement projects currently underway, and ensuring financial accountability, organizational development, and continued focus on the provision of quality services, infrastructure investment and redevelopment.

Qualifications

Possessing a master's degree in public administration (or equivalent), and at least five years of progressively responsible experience as a city administrator, assistant, or similar executive level position is required. Residency must be established within Johnson County within six (6) months. Economic development, municipal finance, and outstanding communication skills are strongly desired.

Benefits & Compensation

The salary will be dependent upon a candidate's qualifications and experience. Benefits include City provided health insurance, dental, long-term disability, and a member of the Kansas Public Employee Retirement System (KPERs).

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 resume, cover letter, salary history, and eight (8) work related references by email (Word) to ArtDavis@ArtDavisGroupLLC.com by March 22, 2013. A full background check will be conducted on all finalists prior to an interview. (EOE)



Johnson Drive in Downtown Mission, Kansas



Sylvester Powell, Jr. Community Center

Mission - At a Glance

Located on 2.75 square miles in the heart of Johnson County, Mission possesses easy access to all regional amenities and employment centers in the KC region. Mission is blessed with award winning schools, engaged neighborhoods, outstanding community recreation and park facilities, and a strong commercial sector. Because of strong political leadership, Mission has gained the reputation as an entrepreneurial community pursuing high impact and sustainable redevelopment initiatives over the last decade. Significant achievements include government consolidation with an adjoining community, significant redevelopment initiatives currently underway, environmental and economic sustainability initiatives, community visioning and master planning, and metro-wide collaboration.

Community

As a first-tier suburb in the Greater Kansas City area, Mission has been a leader in seeking citizen input into formulating a vision and long-term strategies for redeveloping and investing in the community. This includes investing in neighborhoods and commercial areas, and identifying new funding mechanisms that will sustain the continued provision of high quality services. Public transportation is available at the 6000 Lamar Johnson County Transit Center, and Rock Creek Trail is located in the center of town, close to the City's Sylvester Powell Jr. Community Center (www.sylvesterpowell.com), recognized as one of the finest recreation centers in the Midwest.

Public education is provided by the Shawnee Mission School District (www.smsd.org), known for extremely high levels of achievement for many years. A nearby private school also possesses an outstanding reputation - Bishop Miege High School (www.bishopmiege.com). Johnson County is home to one of the finest community colleges in the nation, Johnson County Community College (www.jccc.edu). Mission is also home to satellite Johnson County offices that include a license and motor vehicle office providing easy access to the public. Outstanding medical care is close by at Shawnee Mission Medical Center (www.shawneemission.org), or KU Medical Center (www.kumc.edu), both with excellent reputations and specialty areas, just minutes from the Mission City limits. The City of Mission, Kansas Convention and Visitor's Bureau (www.missioncvb.org), and the Northeast Johnson County Chamber of Commerce (www.nejcchamber.com) also provide important services to the community.



Mission City Hall

Economic Development

The City of Mission has taken aggressive steps to develop sustainable future revenue streams by encouraging redevelopment of its primary commercial corridors. Several commercial re-development master plans were developed 5 to 7 years ago, and although slowed by an economic recession, continue to move forward today.

Of particular note is a 17-acre, \$165M redevelopment called the Gateway project (eastern part of community). The project will utilize \$30M in public subsidies by creating a Tax Increment Financing District, and a Community Improvement District,

leaving \$135M of privately invested monies, adding an estimated 10% to the overall assessed value of Mission. The project is set to begin construction in 2013 and is expected to be completed in Spring 2015. The West Gateway District continues to redevelop in a way that complies with the City's Form Based Code, established as a way to better integrate mixed uses. Johnson Drive, the City's Central Business District, will be undergoing a major street and streetscape re-construction beginning in 2014, and this will again provide an opportunity to re-invest and encourage continued private investment into a historic and charming center of the community.

Municipal Organization

The City of Mission, Kansas, operates as a Mayor-Council form of government, and appoints a professionally trained city administrator to oversee the daily operations of the organization. The City Administrator is responsible for the enforcement of all laws, ordinances and administrative policies; supervision of employees; and oversight and preparation of the annual operating and capital budgets. Responsibilities include functional oversight for the areas of economic development, community development and planning, neighborhood services, finance, human resources, police, recreation and parks, and public works. Fire protection services are provided by Consolidated Fire District 2 of Northeast Johnson County (www.jocofiredist2.org), and emergency medical services are provided by Med-Act (www.jocoems.org) and are operated as a department of Johnson County, Kansas. Water services are provided by WaterOne (www.waterone.org), also known as Water District No. 1 of Johnson County, and wastewater services are provided by Johnson County Wastewater (www.jcw.org). Because of the complexity of the various initiatives currently underway, including the variety of agencies serving the public and the need to collaborate with these organizations not under the City's control, this City Administrator position represents a tremendous opportunity for the right candidate to showcase their management, leadership, and communication skills in a number of areas.

Mayor and City Council

➤ Laura McConwell	Mayor
➤ Lawrence Andre	Ward 1
➤ Pat Quinn	Ward 1
➤ Will Vandenberg	Ward 2
➤ Amy Miller	Ward 2
➤ Debbie Kring	Ward 3
➤ Jennifer Cowdry	Ward 3
➤ Suzie Gibbs	Ward 4
➤ David Shepard	Ward 4

Desired Characteristics, Skills & Experience

➤ Good listening/communication skills	➤ Professional/remain non-political
➤ Economic development experience	➤ Ability to speak on behalf of City/ media relations
➤ Municipal finance/budget experience	➤ Record of staff development
➤ Superior writing skills/grant writing exp.	➤ Experience & knowledge of planning/development
➤ Open minded & respectful of opinions	➤ Experience as CA / ACA or equivalent
➤ Willing to engage with community (business & residents)	
➤ Ability to inspire, empower & lead	

Governing Body's Top Priorities

- Update City's Master Plan & Community Vision
- Update Strategic Capital Project Financing Plan
- Continue Neighborhood Revitalization
- Continue Storm Water Improvements
- Support Downtown Revitalization Strategies as part of City-wide Economic Development Planning

Regularly Scheduled Monthly Meetings

➤ City Council Legislative Mtg.	3 rd Wed.
➤ Community Dev. Com.	1 st Wed.
➤ Finance & Admin. Com.	2 nd Wed.
➤ City Council Work Session	4 th Wed.