

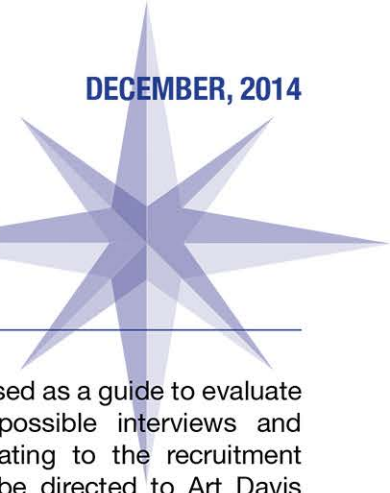


WWW.ANDOVERKS.COM

DECEMBER, 2014

City Administrator Andover, Kansas (12,265 Pop.)

City Administrator Position – An Overview



The City of Andover seeks a self-motivated leader with proven communication skills, economic development, and municipal finance experience to serve the organization as City Administrator. The position reports to the Mayor and a six (6) member City Council. Andover is generally recognized for providing its citizens with exceptional, high quality City services and desires to optimize every opportunity for well planned development and pursue continuous improvement of the organization.

The salary will be competitive with similar Midwest communities and the final compensation package will be determined based on qualifications and experience. The City provides a vehicle allowance of \$300 per month and utilizes a 457 retirement plan by contributing 6% annually on gross annual earnings, with an additional 3% match for personal contributions (no vesting requirements). A Master's degree in Public Administration (MPA) is preferred, plus five years minimum experience as an administrator or assistant in municipal government is desired. Residency is required. (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 **by Tuesday, December 30, 2014.** A full background check will be conducted on all finalists prior to an interview.



Art Davis, President
PHONE: (816) 898-1962
ArtDavis@ArtDavisGroupLLC.com

Andover – At a Glance

Community (www.andoverks.com/welcome)

Named by several publications as the “Number 1 Best Place to Raise a Family” and, “One of the Safest Communities in Kansas”, Andover is a high growth community that has doubled in population every six years. Located in Butler County (www.bucoks.com), this unique community of just over 10 square miles is advantaged with great schools, outstanding neighborhoods, low crime and a wide variety of quality recreation amenities.

Andover is home to Kansas' largest YMCA (www.ymcawichita.org/locations/andover-ymca), a full service family facility of 115,000 square feet. Two nationally acclaimed golf courses are in the City limits: the prestigious Flint Hills National Golf club (www.flinthillsnational.com) and the Terradyne Country Club (www.terradynecountryclub.com). A 9-hole golf course (www.andoverks.com/golf) is also owned by the City of Andover. The City provides a multitude of leisure activities including a community center, baseball, soccer and football fields, basketball and sand volleyball, tennis courts, picnic shelters, an ADA accessible stocked fishing lake, a conference cabin, an arboretum, plus three mini parks and one neighborhood park. In total, about 156 acres of public parks are available, including outdoor hiking and bicycle trails.

Schools

The Andover Unified School District No. 385 (www.USD385.org) spans 47 square miles in Butler and Sedgwick counties with more than 5,300 students that attend six elementary, two middle, and two high schools both located within Andover's city limits. The school



Andover Central Park



Vornado Headquarters

system and its teachers continue to win numerous awards. In the fall of 2014 the Andover Unified School District was named the *Best School District in the Wichita Metro Area* by www.K12.Niche.com.

Butler Community College (www.butlercc.edu) is a public, two-year, educational institution of higher learning headquartered in the nearby city of El Dorado, with more than half of its student enrollment (5,200) located at the Andover campus. The second largest community college in Kansas, BCC offers a full range of college athletic programs including soccer, softball, baseball, basketball, spirit squad, cross country, track and field, volleyball and a five-time national champion football team.

Healthcare

Kansas Medical Center (www.ksmedcenter.com) is a locally owned and managed private 70 bed, acute care hospital facility. There are several areas of excellence including a focus on cardiology and orthopedic care, to name a few. KMC utilizes six operating rooms that include a wide variety of procedures, including the use of da Vinci Robotics. The Emergency Department is a full time operation supported by several ambulance services and a heliport.

Economic Development

Andover is uniquely positioned in the region for future growth and prosperity, with close access to I-35, just 20 minutes from Downtown Wichita and the Mid-Continent Airport. The Highway 54/400 corridor runs east-west providing direct access to Wichita. Andover is home to International Cold Storage, Vornado Air Circulation Systems Inc., and Sherwin Williams. It is strategically positioned to grow its economic base with property and infrastructure available for new manufacturing, commercial, retail and residential developments in the future. There is a wide range of housing available, including apartments and high quality neighborhoods, ranging from starter homes to high-end and exclusive executive communities.

A new strategic plan for economic development (www.andoverks.com/envisioningandover), *Envisioning Andover*, was unveiled in 2012 and the Governing Body has been systematically focused on key investments and infrastructure ever since in order to build a stronger, more sustainable, revenue producing tax base for the community.

Municipal Organization

The City organization has a reputation for providing excellent services and has benefited from strong leadership and stable governance by the City's elected officials. Governing Body terms of office are four (4) years and there have been only three (3) mayors in the last 25 years. Andover is a City of the 2nd Class, as prescribed by state law, and operates using an \$18.6 million combined funds budget and 80 full-time employees. The City's assigned bond rating is AA by S&P, and the Police Department is one of the few law enforcement agencies in Kansas with an advanced law enforcement accreditation by CALEA. The Police Department has 25 sworn officers, six dispatchers at its 911 communications center, and is responsible for overseeing the functions of the court clerk's office, animal control and code enforcement. The Fire-Rescue Department serves 40,000 residents and an area of 40 square miles, with two stations with a staff of 14 career, six part-time, and 15 volunteer firefighters. Other departmental functions include parks, recreation, planning and zoning, storm water, streets, recycling and wastewater. The Andover Public Library is governed by a City appointed Board of Directors. Other services such as water, electric, gas and waste hauling are provided by a combination of other entities and an overview can be found at www.andoverks.com/welcomebook. The Andover Governing Body has scheduled the adoption of an updated 10-year Park Master Plan and Comprehensive Plan on December 30, 2014 (www.andoverks.com/compplan).



City Hall



Andover Police Department

Mayor and City Council

Ben Lawrence	Mayor
Sheri Geisler	Councilmember
Byron Stout IV	Councilmember
Troy Tabor	Councilmember
Caroline Hale	Councilmember
Clark Nelson	Councilmember
Kris Estes	Councilmember

Regularly Scheduled Meetings

City Council	2 nd & Last Tuesday
Monthly Work Session	Monday prior to last meeting of month
Planning Commission	3 rd Tuesday
Site Plan Review Committee	1 st Tuesday
Park Board	As Needed

Characteristics, Skills and Experience Desired in Ideal Candidates

- Self-motivated leader with strategic vision
- Exp. in municipal finance / budget
- Professional, efficient & fiscally responsible
- Proven listening & communication skills: (*written, verbal, social media*)
- Ability to develop public / private partnerships to improve community
- Knowledge of economic development
- Experience as city administrator / assistant, or equivalent
- Personable, committed to community with ability to inspire
- Track record of integrity / honesty
- Willing to engage with community (businesses / residents)