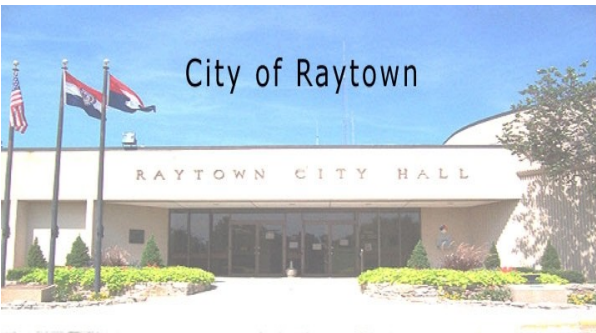


# RAYTOWN, MISSOURI CITY ADMINISTRATOR RECRUITMENT PROFILE

## RECRUITMENT PROCESS

This recruitment profile was prepared to describe the qualifications, experience and individual characteristics desired for candidates competing for the position of city administrator of Raytown, Missouri. The profile was prepared following a discussion by the Mayor and Board of Aldermen and 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 the consultant working with Raytown.

Interested applicants should submit their confidential resume and five (5) work related references to:



**Art Davis Group LLC**  
 432 SW Ward Road, #181  
 Lee's Summit, Missouri 64081  
 PHONE/FAX: (816) 246-4700  
 Email: ArtDavis@ArtDavisGroupLLC.com  
 Materials must be received by **February 22, 2006**

## RAYTOWN—AT A GLANCE

The City of Raytown is a centrally located "first-tier suburb" of over 30,000 residents, a "land locked" community, located east of Kansas City, Missouri. Since the beginning of the 21<sup>st</sup> Century Raytown has been on a mission to reinvent itself as a diverse and vibrant community that seeks citizen input and participation, and provides exceptional value and high quality services for its residents. Citizen based strategic planning and strong leadership from the Governing



Body and staff has led to the City initiating aggressive redevelopment proposals along its major commercial corridors, neighborhoods and Downtown. The City is working with a master developer and the Raytown School District, a recognized educational system of distinction, to redevelop key areas along Highway 350 by using several redevelopment tools to create a public/private investment model that will likely be replicated again.

### SPECIAL POINTS OF INTEREST:

- Incorporated in 1950
- 10 Square Miles
- 4th Class City governed by a 10 member Board of Aldermen representing five districts and a Mayor elected at large

## Demographics

*(Based on information from the 2000 Census)*

Population	
Persons	30,388
Median age	39.8 years
Male	47.0%
Female	53.0%
Population by Age Group	
0 to 19	24.7%
20 to 34	17.9%
35 to 54	28.9%
55+	28.5%
Households	
Households	12,855
Persons per household	2.32
Families	64.6%
Non-families	35.4%
Housing	
Homeowners	73.9%
Average housing value	\$92,000
Renters	26.1%
Housing units	13,309
Occupied housing units	96.6%

**CITY ADMINISTRATOR PROFILE**

**City Administrator, Raytown, Missouri (30,388)**

Mayor and ten Aldermen (four-year, overlapping, non-partisan terms). Two managers since 1995. \$11.7 million GF budget; 151 FTEs.

First-tier suburb centrally located east of Kansas City, Missouri focused on reinventing itself by involving citizens in decision making. City initiated redevelopment projects underway to revitalize housing, neighborhoods and significant commercial corridors.

City seeking energetic candidates

skilled in redevelopment; at least **five years progressively responsible experience** as city manager, assistant, or similar executive level position and willing to commit to the City for at least five (5) years.

Candidate should possess strong leadership, administrative and interpersonal skills. **BA in public/business administration or related field required; MPA or advanced degree desired.**

Raytown is an equal opportunity employer (EOE).

Salary DOQ; residency required.



Raytown Water Park  
Super Splash USA

“Raytown is a community that values the input of its citizenry, ensuring a high quality of life for all of its citizens. Valuing diversity and inviting all to participate in the process has been the key to our success.”

~ Mayor Sue Frank

**SKILLS, EXPERIENCE, & EXPERTISE DESIRED**

- Thorough knowledge of the principles and practices of city management, public administration, community relations, and development issues
- Good listening and communication skills
- Prior relevant experience in city management
- Strong people skills, ability to work with the public, city staff, BOA, boards and committees
- Good negotiator
- Professional exhibiting high ethical standards
- Dedicated to Raytown and the job
- Able to set priorities and delegate
- Ability to liaison between BOA and staff
- Show leadership while allowing all to participate
- Ability to multi-task
- Even handed with all of BOA
- Tenacious/aggressive in tackling job
- Organizational/administrative savvy
- Provide sounding board to Mayor/BOA and staff concerning City business
- Knowledge of state and federal officials/issues
- Fair/open minded/willing to hear new ideas
- Easy going, not easily walked on
- Willing to be involved with civic organizations
- Open door policy for residents
- Team player; respectful of BOA members' time
- Can articulate issues and differences with BOA
- Follows through on policy directives from the BOA
- Ability to speak in public settings
- Extensive financial and budgeting experience
- Experience working with a diverse community



Raytown Gateway Project  
Completed 2004

**PERSONAL CHARACTERISTICS DESIRED IN CITY ADMINISTRATOR CANDIDATES**

- Professional
- Collaborator
- Team player
- Honest
- Open-minded/respectful of opinions
- Integrity/character
- Skilled in mediation/ conflict resolution
- Good listener
- Receptive to constructive suggestions
- Personable/charismatic
- Remain non-political; non-partisan
- Backbone with strong sense of ethics
- Creative/innovative/ proactive
- Problem solver
- Willing to accept responsibility/ accountable
- Good strategist
- Detail oriented
- Sense of humor
- Straight forward
- Exhibits humility
- Even tempered, able to talk easily to people
- Shows empathy
- Able to work with employees fairly/impartially
- Educator/teaching skills
- Know policy making rests with BOA, willing to follow vision



**Raytown C-2 School District**

**At A Glance**

- Enrollment—8,643
- FTEs— 1,161
- Operating Budget— \$68 million
- District boundaries significantly larger than city limits

**MUNICIPAL ORGANIZATION ~ RAYTOWN**

The City of Raytown is a fourth-class city in the State of Missouri. Raytown’s first city administrator was hired in 1995; the second serving from 1999 through late 2005. The Mayor and Board of Aldermen recognize the importance of appointing a professionally trained administrator to head the day-to-day operations of City government. The Mayor and Board of Aldermen provide leadership in setting and achieving community goals, approving the annual budget, and based upon the city administrator’s recommendations, approve the appointment of department heads.

The city administrator is appointed by the Mayor, with the consent of a majority of the Board of Aldermen, and serves as the chief administrative officer for the City and is appointed solely on the basis of his/her knowledge of municipal government, administrative skills and ability. The city administrator recommends the annual budget to the Board of Aldermen.

The City of Raytown has seven (7) departments consisting of the Legal Department, Police, Emergency Services, Municipal Court, Public Works, Community Development and Finance. The police chief is an elected position and participates as a member of the City’s management team. The Police Department’s budget is part of the City’s General Fund, and is included in the City Administrator’s recommended budget. The elected part-time municipal judge works with a part-time prosecutor appointed by the Mayor and BOA.

The Emergency Services Department provides emergency medical services to the public. The Finance Department assists the city administrator in preparation of the annual budget; the FY 2006 Budget information (\$11.7 million general fund) can be found on the City’s website: [www.raytown.mo.us](http://www.raytown.mo.us). Raytown’s Fire Department is an independent taxing district governed by a three-member Board of Directors. The Raytown Parks and Recreation Department is part of the City, yet is governed by a nine member Board appointed by the Mayor and BOA. The Parks budget is not part of the general fund and is slightly more than \$1 million. Water service is provided by two separate entities, a water district and a private water company.

The City of Raytown is uniquely structured and presents a tremendous opportunity for the right candidate to showcase their skills and talents. Because of the various reporting structures, the Board of Aldermen seek candidates that are exceptional at collaborating and communicating with other service providers in the City. The successful candidate will be able to communicate and positively interact with the citizens and be skilled at developing strong professional relationships in the civic and business community.

**COMMUNITY LEADERSHIP**

Raytown has a history of involving its citizens in the decision making process. Within the last three years, a citizen strategic plan was undertaken “Raytown Reaching for Tomorrow” which outlines the community’s vision for the City in the next 20 years.

The successful city administrator candidate must be able to positively interact with all levels of the community including individual citizens, neighborhoods, business leaders, and civic organizations.



Crescent Creek Development  
Traditional Neighborhood  
Design (TND)



Historic Railroad Bridge  
Renovated 2005

## MAYOR & BOARD OF ALDERMEN

Mayor Sue Frank, first elected in April 1999

### Ward Map



## RAYTOWN, MISSOURI

10000 East 59th Street  
Raytown, Missouri 64133  
Phone: 816-737-6000  
[www.raytown.mo.us](http://www.raytown.mo.us)

## MAYOR & BOARD OF ALDERMEN GOALS AND PRIORITIES

The Mayor and Board of Aldermen adopted a set of goals and action steps in May 2003 which set the community on a path of aggressive change:

- Economic development/redevelopment along the Missouri 350 Highway Commercial Corridor**
  - Land Use/Corridor Study nearly completed
  - New industrial design/construction standards completed
  - Traffic and access studies funded by federal allocation
  - Negotiation between master developer/city/school district and property owners underway
- Economic revitalization / redevelopment of Downtown Raytown**
  - Significant City investment to reserve underutilized land for reuse and redevelopment
  - Master developer in discussions with property owners/businesses
  - Various economic development incentive tools under consideration along with federal grants
- Identify and correct barriers to development/redevelopment**
- Improve code enforcement mechanisms**
- Encourage citizen/community involvement in strategic planning and problem solving; Initiate City involvement to improve property maintenance and improve City's ability to aggressively enforce property maintenance codes**
- Evaluate City's financial situation and identify key revenue options and actions required to implement strategies that would create a sustainable and dependable revenue stream for City**

### REGULARLY SCHEDULED MEETINGS AT CITY HALL

Board of Aldermen Regular Meeting  
1st & 3rd Tuesdays, 7:00 p.m.

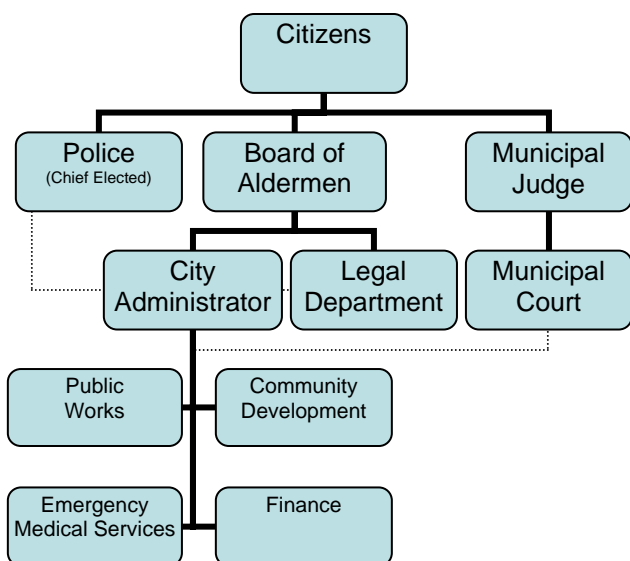
Finance Committee, 2nd Tuesdays,  
7:00 p.m.

Municipal Committee, 4th Tuesdays,  
7:00 p.m.

Planning and Zoning Commission, 1st  
Thursdays, 7:00 p.m.

Board of Zoning Adjustment, 2nd  
Thursdays, 7:00 p.m.

### CITY ORGANIZATION CHART



### UPDATED GOALS AND PRIORITIES 2006

#### External Priorities

- Downtown RED Redevelopment
- Raytown Live 350 Highway Redevelopment
- Enhance tax base/other redevelopment along entire 350 Highway
- Renew transportation and capital improvements sales taxes
- Oppose State legislation restricting redevelopment

#### Internal Priorities

- Hire qualified city administrator
- Identify resources/budget to continue needed improvements
- Review City structure with new administrator—hire staff with experience and vision
- Focus on closing redevelopment projects
- Prepare educational information for sales tax elections
- Continue improvements started; resist losing momentum
- Hire full time city attorney