

City of Kirkwood, MO

Chief Administrative Officer



Where Community and Spirit Meet



139 S. Kirkwood Road
Kirkwood, Missouri 63122



The Community

Kirkwood, Missouri, was established in 1853 and today is a 9-square-mile community with a population of 27,540. Located in Southwest St. Louis County, Kirkwood boasts high property values, quality public and private schools, safe neighborhoods and exceptional City services. More than 300 acres of park land can be found throughout the community, from a large central park that includes an aquatic center, ice rink, outdoor amphitheater, ball fields, tennis courts, picnic sites, and playground areas, to smaller neighborhood parks.

It's called "Queen of the St. Louis Suburbs," an honor Kirkwood has proudly accepted since the late 1800s. As the first planned suburb west of the Mississippi River, and an early railroad commuter suburb, Kirkwood owes its very existence to the railroad. The City was even named after James Pugh Kirkwood, the engineer in charge of locating, surveying and building the railroad. From the beginning, it's been a love affair between citizens and trains, as evidenced by the historic city-owned train station located in the heart of the City. Built in 1893, the station, which is on the National Register of Historic Places, is a favorite subject of local and national photographers. It currently serves as a stop for daily Amtrak passenger trains and is staffed entirely by Kirkwood residents who volunteer their time.

The downtown business district is on the National Register of Historic Places and is home to many restaurants and shops as well as the Kirkwood Farmers' Market.

The City of Kirkwood presently employs about 250 people who work in a variety of departments. The annual operating budget of Kirkwood is approximately \$60 million. The City operates under a council/manager form of government with the mayor and six council members elected at large. The City is a full-service municipality, with its own water, electric and sanitation departments, making it unique among St. Louis County municipalities.

Government

The City of Kirkwood's Charter places administrative authority with the Chief Administrative Officer and legislative and policy-making authority with the City Council. The Mayor and six Council members are elected at large, meaning they serve all residents of Kirkwood equally. The Mayor and council members are each elected for a four year term with term limits set after two consecutive terms.

Mission

Mission Statement: The mission of the City of Kirkwood is to enhance the quality of life for current and future generations of Kirkwood residents through strong leadership, effective stewardship, and exceptional service.

Vision

Vision Statement: Kirkwood will be one of the most livable communities in the United States; a place recognized for its beauty, historic charm, strong neighborhoods, vibrant businesses and involved citizenry.

The Administration Department

The Administration Department consists of the Chief Administrative Officer, Assistant Chief Administrative Officer, Public Information Officer, and an Administrative Secretary. The Administration Department links the vision set out by the elected officials with the departments responsible for implementing that vision within the parameters of the city's code of ordinances and adopted budget.

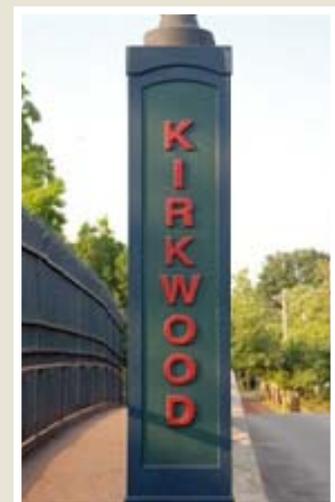
The Administration Department helps “facilitate the prompt, economical and efficient dispatch of city business” (Charter of the City of Kirkwood, Missouri, 1983). It also serves as an important interface between the council, the public, and city departments. Members of the department bring to the city professional city management and public relations skills and play an important leadership role in the governance of the community.

The Chief Administrator

The City of Kirkwood in its charter chose to place legislative and policy-making authority with the City Council and administrative authority with the Chief Administrative Officer.

Major Duties, Knowledge and Skills

The Chief Administrative Officer is directly responsible to the City Council for all operations of the city as well as implementation of policies and programs adopted by the Council. The Chief Administrative Officer appoints, directs and supervises all officers and employees of the City except for the City Attorney, the City Clerk, the Municipal Judge and the Provisional Municipal Judge. Appointment of subordinates is generally delegated to the appropriate Department Director.



The Chief Administrative Officer shall:

- Attend all meetings of the council and committees of its members.
- Supervise and be responsible for the preparation of the annual budget and capital program and submit both to the council.
- Submit to the council and make available to the public the complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- Keep the council fully informed so that the council shall properly execute their legislative and policy making functions and make such other reports as the council may require concerning the operations of city departments, offices and agencies subject to the direction and supervision of the Chief Administrative Officer.
- Prepare and submit to the council a statement of policy recommendations for programs and priorities which, in the opinion of the Chief Administrative Officer, should be considered by the council.
- Keep the council fully advised on the financial condition and future needs of the city and make such other recommendations to the council concerning the affairs of the city as is deemed advisable.

Ideal Candidate

This is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Council in carrying out city-wide initiatives and setting the tone and vision for the employees of the city. The ideal candidate will be fiscally conservative and have a strong background in finance; knowledge of and familiarity with the budgetary process and enterprise funds will be imperative. Prior experience with redevelopment projects and electric utilities will be beneficial.

This individual will be an outgoing, visible leader with a genuine interest in actively participating in the community. The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and set a positive example of competence, professionalism, energy and work ethic to the organization and community.

The ideal candidate will be a professional leader who inspires the staff to achieve excellence. This individual should have experience in strategic planning and organizational development. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Education

Interested candidates should possess a Bachelor's degree in Public Administration, Business Administration or closely related field. A Master's degree in Public Administration, Business Administration or closely related field is preferred.

Salary

The City of Kirkwood is offering a competitive salary commensurate with experience and a comprehensive benefits package. Residency within the City of Kirkwood is required, and the reimbursement of relocation expenses will be included as part of the compensation package.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: KIRKWOOD

Affion Public

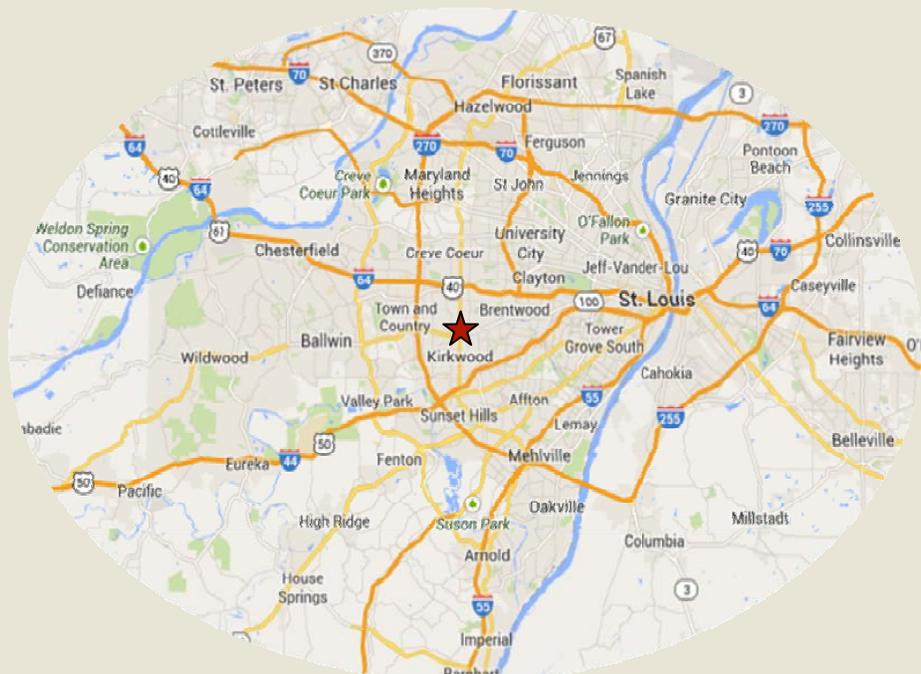
20 North 2nd Street, Suite 200

Harrisburg, PA 17101

888.321.4922

Fax: 717-214-2205

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