

## **City Administrator Job Opening**

The city of Hillsboro, Missouri is seeking a new City Administrator. Hillsboro is a city of 3,473 residents located in Jefferson County and is the county seat of Jefferson County. Hillsboro is a progressive community looking forward to future growth while preserving its rich historical heritage.

The successful candidate shall be appointed by the Mayor with the majority approval of the Board of Alderpersons.

### **Reporting Relationships:**

- The city administrator reports to the Mayor of Hillsboro.

### **Essential Job Functions:**

The following functions are essential and should not be taken as all inclusive.

- Oversees daily activities of city government, works with department heads to meet the goals and objectives of the city.
- Serves as a liaison to the Mayor and Board of Alderman.
- Oversees economic development activities and promotes the city to developers, and other interested parties.
- Works with citizens, engineers, consultants, realtors, and others looking to develop and expand economic activity.
- Ability to plan, develop and manage an operating budget effectively providing explanation for variances both favorable and unfavorable.
- Develops, implements, and follows departmental and city policies and procedures.

### **Competencies (Knowledge, skills, and abilities)**

- Excellent verbal and written communication skills. Ability to communicate effectively with various audiences.
- Ability to lead and guide others to assist in carrying out the functions of the city.
- Demonstrated ability to conduct presentations and facilitate meetings.
- Ability to establish, cultivate and maintain effective interpersonal relationships.
- Strong organizational skills with the ability to prioritize and multitask.
- Ability to work well under pressure and under tight deadlines.
- Exercises discretion and judgement in confidential matters.
- Learns new skills and applies new knowledge.
- Knowledge of local government principles and practices.

- Knowledge of financial terminology and accounting principles.

**Education and Experience:**

- Minimum of a bachelor's degree in business administration or five years equivalent experience.
- Master's Degree in Public Administration preferred with five years of related experience.

**Other Requirements:**

- Must be at least 21 years of age.
- Must be a Jefferson County resident within six months of being hired.
- Must have a valid driver's license, pass a criminal background check, and agree to drug screening.

**Supervisory Responsibilities:**

- Supervises the administrative office staff and various departments of the city.

**Salary:**

- The salary range is \$85,000 to \$95,000 depending on qualifications and experience.
- Benefits are included as set by ordinances of the city.

**How to Apply:**

- Application available online at [hillsboromo.org](http://hillsboromo.org). Return the application with a resume to: Acting City Administrator, P.O. Box 19, Hillsboro, MO 63050. No phone calls please.