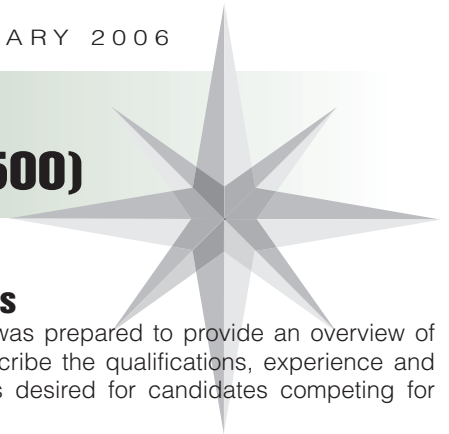




# City Administrator Greenwood, Missouri (4,500)



**T**he City of Greenwood, Missouri is seeking qualified candidates for the newly created position of City Administrator. Salary will be dependent upon experience and qualifications, but will be competitive with similarly sized communities. Greenwood has a directly elected Mayor and four Aldermen. Elections are non-partisan and terms are two years in duration. The City has a \$1.1M General Fund budget with approximately 15 FTEs. The City Administrator will be responsible for overseeing all operations, including the City's professional service contracts.

Greenwood is a growing suburban community located southeast of Kansas City, Missouri, and is served by the Lee's Summit School District. The Mayor and Board of Aldermen are seeking an energetic leader that is willing to assist the City in managing its growth and development. The City desires candidates with at least five years experience as a city manager, assistant, or a similar executive level position. Candidates should possess strong interpersonal skills and a proven work ethic. Extensive knowledge of public finance, budgeting, grant writing and planning policy is essential. An undergraduate degree in public administration or a related field is required; a MPA or advanced degree is desired. (EOE)

## Selection Process

This recruitment profile was prepared to provide an overview of the community, and describe the qualifications, experience and individual characteristics desired for candidates competing for the position of:

## City Administrator, Greenwood, Missouri

All inquiries relating to the recruitment and selection process should be directed to the consultant. Applications will remain confidential and must include a resume, cover letter and five work related references. Please submit applications by e-mail in Word to:



**Art Davis Group LLC**  
 Art Davis, President  
 PHONE/FAX: (816) 246-4700  
 E-mail: ArtDavis@ArtDavisGroupLLC.com

**Materials must be received by March 9, 2007**

## Greenwood — At a Glance

### Schools

Greenwood is part of the Lee's Summit R-7 School District, an award winning fully accredited public school district that has earned Missouri's prestigious Distinction In Performance Award each year it has been awarded. This award honors districts demonstrating consistent gains in academic performance.

Standardized testing, including the Missouri Assessment Program, Stanford 9 and the ACT and SAT tests, reflects achievement well above national and state norms for students district-wide. Of the District's graduates, approximately 79% attend college.

### Greenwood — Special Points of interest

- There are eight separate developments that have been approved, or are in the process of approval, and will account for nearly 2,000 new single family homes in the Greenwood City Limits.
- The largest development, The Wilds, is part of a 1,100 acre high quality golf course, including both residential and commercial/retail development, recently annexed into the City. The golf course is nearly complete and a number of homes are under construction.
- The City's population is estimated to be 4,500 and could double in the next five years.

### Demographics and Other Facts

Population (year 2000):	3,952
Estimated population in July 2005:	4,512 (+14.2% change)
Males:	1,986 (50.3%)
Females:	1,966 (49.7%)
Median resident age:	30.0 yrs
Median household income (year 2000):	\$62,574
Median house value (year 2000):	\$113,400
White Non-Hispanic	93.6%
Black	2.3%
Hispanic	2.1%
Two or more races	1.3%
American Indian	0.9%
Other race	0.6%



## Characteristics, Skills and Experience Desired in City Administrator

- Good listening & communication skills
- Open minded & respectful of opinions
- Detail oriented
- Sense of humor
- Team player
- Problem solver
- Prior experience in local government
- Remain non-political
- Willingness to accept responsibility
- Backbone with strong sense of ethics
- Receptive to constructive suggestions
- Integrity / honesty
- Collaborator / bridge builder
- Professional
- Ability to speak in public settings on behalf of City
- Ability to guide planning policy development
- Strong work ethic
- Knowledge of public finance / budgeting
- Ability to work with employees fairly and impartially
- Open door policy
- Know policy making rests with BOA, willing to follow vision

## Municipal Organization

The City of Greenwood is a fourth-class city in the State of Missouri. 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 and have created a new city administrator position. The Mayor and Board of Aldermen provide leadership in setting and achieving community goals, approve the annual budget and will appointment department heads, as recommended by the city administrator.

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

The City of Greenwood employs approximately 15 full time employees, including a city clerk, police chief, city inspector and a director of public works. Planning services are currently provided contractually. The Greenwood Police Department utilizes the dispatch center of the Jackson County Sheriff's Department, and fire and emergency medical services are provided primarily by contract with a neighboring municipality, although there are some areas within the City Limits that are served by fire districts. Water services are provided by Water District No. 12. Greenwood is responsible for maintaining the local sanitary sewer system, which is part of the Middle Big Creek Sub District, with major transmission and treatment services provided by the Little Blue Valley Sewer District.

The City of Greenwood is structured in a way that will allow the right candidate to showcase their skills and talents, and presents a tremendous opportunity to help establish winning strategies to manage growth from the ground up. The Mayor and 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.

### Mayor & Board of Aldermen

Mayor Rich DeCourcy was first elected in April 2006.

Mayor	Rich DeCourcy
Alderman Ward 1	Sara Ring
Alderman Ward 1	Denise Simpson
Alderman Ward 2	Mark Dziedzic
Alderman Ward 2	Jim Payne

### Regularly Scheduled Meetings at City Hall

City Council	2 <sup>nd</sup> & 4 <sup>th</sup> Mondays every month
Planning Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Mondays every month
Park Board	3 <sup>rd</sup> Tuesday every month
Municipal Court	1 <sup>st</sup> Tuesday every month

### City Priorities 2007-2008

- Hire qualified city administrator
- Identify resources required to continue existing service levels and develop strategies to provide needed improvements
- Continue working with the Missouri Department of Transportation on Hwy 150 bridge replacement
- Review and update Capital Improvements Program and assess financing plans
- Evaluate future growth projections and develop future strategic and master plans for continued sustainable growth
- Begin dialogue with neighboring jurisdictions to develop long-term water and sanitary sewer infrastructure plan and possible financing options; oversee construction of the \$1.5M southeast sewer line.
- Identify short and long-term options to provide adequate space for public meetings and City employee offices



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