

THE CITY OF ST. JOSEPH, MISSOURI

Invites your interest in the position of:

CITY MANAGER



ABOUT ST JOSEPH, MISSOURI

St. Joseph is located north of the Kansas City metropolitan area. It is the county seat of Buchanan County and the sixth largest city in Missouri with 76,107 residents. St. Joseph is the central service provider for a seven county area in northwest Missouri and northeast Kansas with a combined population of over 163,400. St. Joseph's population represents 46.6% of that of the total service area. This very unique community is famous for its historical link to the Pony Express and Jesse James and for its many fine museums. These long-time assets, along with St. Joseph's riverboat casino and related river front development, increase the importance of tourism as one of the City's major new growth industries.

St. Joseph is rich in urban resources including exquisite historic architecture, a continuous 26-mile parkway system with picturesque landscapes, vast wooded areas, hike and bike trails, and family oriented parks. There are several new amenities such as the St. Joseph Aquatic Park, the Remington Nature Center and the Heritage Softball Complex which is considered one of the best in the nation. St. Joseph's educational opportunities are many including a four-year state university, a two-year private community college and a privately operated post-secondary vocational technical school.

The City also has a well-regarded public school system and many fine private and parochial elementary, middle and high schools. St. Joseph is large enough to sustain its economic base and support its diverse entertainment. With its close proximity to the Kansas City metropolitan area and Kansas City International Airport, its relatively low cost of living and its low crime rate, St. Joseph is an attractive location for families and businesses.



ABOUT THE CITY OF ST. JOSEPH

The City of St. Joseph was incorporated as a village in 1851. It became a second class city in 1885 and a first class city in 1909. St. Joseph then became a constitutional city with a charter form of government in 1961.

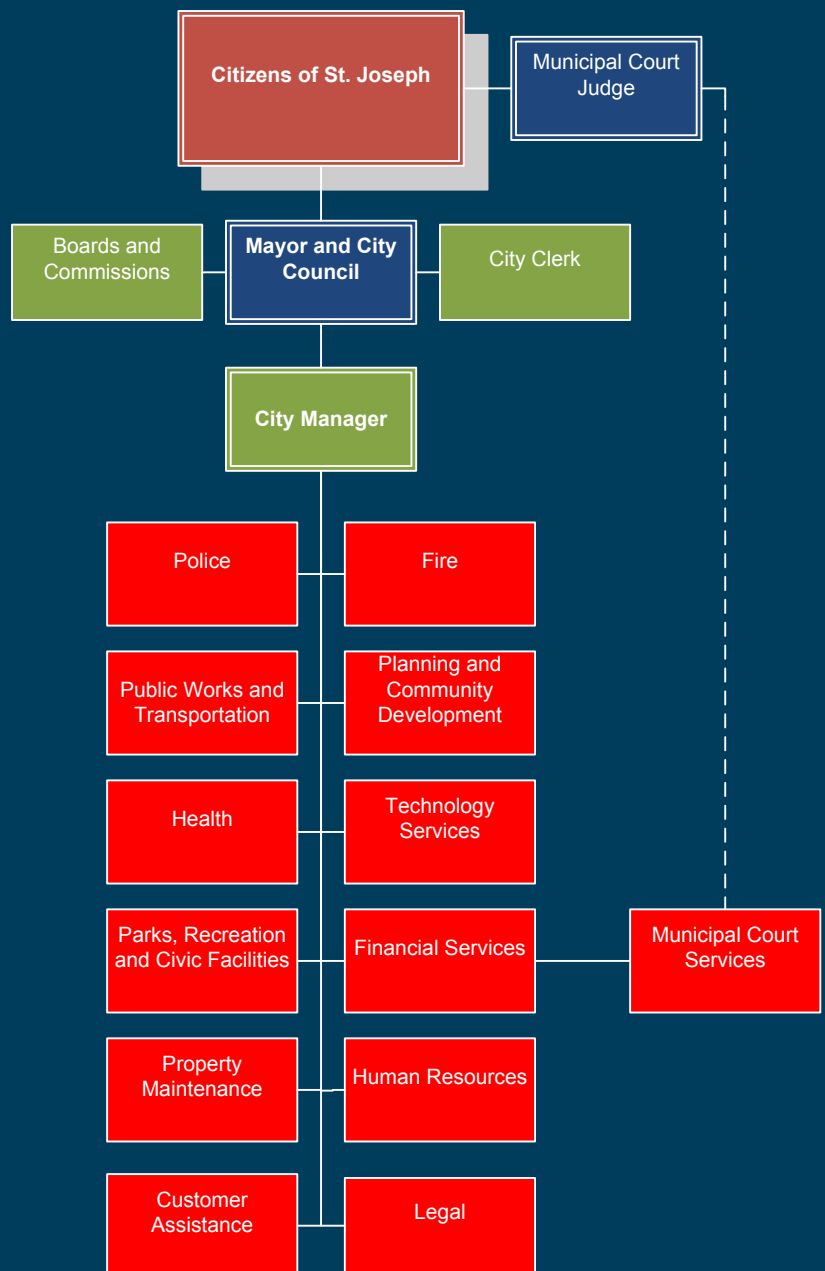
The current City Charter became effective April 19, 1982 and provides for a "Council-Manager" government. Accordingly, a City Manager is appointed by the City Council and serves for an indefinite period as the City's chief administrative officer. The Charter also provides for the appointment of a City Clerk by the City Council and the election of a Municipal Court Judge by the citizens. The City Charter was amended August 9, 1989, to provide for a District Council system consisting of nine members including a Mayor and three Council members nominated and elected at-large and five Council members elected by district. Council members serve concurrent four-year terms and are elected on a non-partisan basis.

The City provides the full range of services normally associated with a municipality including police and fire protection, public works services, parks and other recreational facilities, public health, street maintenance and general administrative services. The City also operates Rosecrans Memorial Airport, public parking garages, wastewater treatment plant, municipal golf course, mass transit system, and City landfill, all of which are accounted for in the financial statements as business-type funds. St. Joseph is a full-service government which functions on a current year operating budget of \$158M plus a \$58M capital budget. The City employs 648.

Although impacted by the current international recession, the City has adjusted and remains in a strong financial position. Its Standard and Poors bond rating is A+. St. Joseph's economy is highly diversified with major industrial, manufacturing, financial services, healthcare, and educational institutions. The City's largest employer, Heartland Health, provides 3,175 jobs, or 4.8% of the total employed work force. The ten largest employers provide a total of 12,961 jobs, representing 19.4% of the total employed work force.



CITY OF ST. JOSEPH ORGANIZATIONAL CHART





VISION STATEMENT

St. Joseph is a historic river city that provides opportunities for a skilled, professional workforce and promotes a friendly, safe environment for everyone.

ABOUT THE CITY MANAGER POSITION

The St. Joseph City Charter provides for the City Council to appoint a City Manager for an indefinite term and shall fix the manager's compensation and conditions of employment. The appointment is to be made by a vote of two-thirds (2/3) of the entire Council. The Manager is to be appointed solely on the basis of executive and administrative qualifications. The City Manager does not need to be a resident of the City or state at the time of appointment, but must reside within the City while in office.

The City Manager is the Chief Administrative Officer of the City and, as such, is responsible to the Council for the administration of all City responsibilities and affairs assigned to the position under the City Charter. These include the following powers and duties:

- a. The City Manager shall appoint and, when he/she deems it necessary for the good of the service, suspend or remove City employees and appointive Administrative Officers provided for by or under the City Charter, except as otherwise provided by law, the Charter or personnel rules adopted pursuant to the City Charter. However, neither the Police Chief nor the Fire Chief may be dismissed without the City Manager consulting with the Council concerning such impending dismissal.
- b. The City Manager shall direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the City Charter or by law.
- c. The City Manager shall attend all Council meetings and shall have the right to take part in discussion but may not vote. The City Manager shall receive notice of all special meetings.
- d. The City Manager shall see that all laws, provisions of the Charter and acts of the Council subject to enforcement by the City Manager or by officers subject to his/her direction and supervision, are faithfully executed.
- e. The City Manager shall prepare and submit the annual budget and capital program to the Council.
- f. The City Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- g. The City Manager shall make such other reports as the Council may require concerning the operations of City departments, offices and agencies subject to his or her direction and supervision.
- h. The City Manager shall keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as he/she deems desirable.
- i. The City Manager shall perform such other duties as are specified in this Charter or may be required by the Council.

The present City Manager is leaving voluntarily. He has been with the City since 1990 and has been manager since 2002.



JOB REQUIREMENTS

Qualifications: Bachelors Degree (Masters preferred) and demonstrated successful experience as a chief executive or full assistant, preferably in a comparable local government. Some private sector experience would be a plus. Must be a self-starter and a proven leader with exemplary communications skills who is committed to sustaining the City's excellent financial condition and able to develop staff into a cohesive team, to build City Council trust and confidence, to win community and intergovernmental support for Council policies.

The following are the desired professional and personal attributes of St. Joseph's next City Manager:

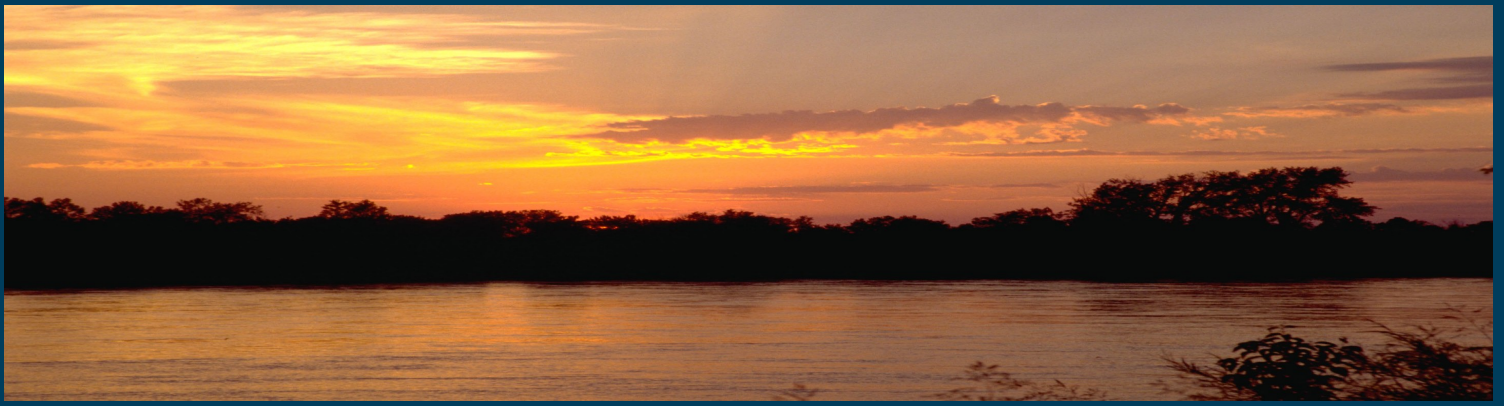
- apolitical and skilled at creating a bond of teammanship among the Mayor and Council, the City Manager and senior staff which penetrates the entire organization fostering a strong sense of organizational cohesiveness;
- understands and respects distinction between policy and administration, treats all Council members equally, does not play favorites or count votes and strives to facilitate the development of consensus among Council members;
- strong, collaborative, bold leader and strategic thinker who is able to build consensus among City Council, City staff, and community and advocate for making decisions that are in the best long-term interest of the community;
- change agent with ability to quickly assess strengths and weaknesses of City organization and make changes to organizational structure and management assignments that make City services more efficient and effective;
- demonstrated track record of leadership role in economic development successes, including in both attracting and retention of industries and jobs;
- utilizes outstanding human relations and communication skills to relate to and communicate effectively with all stakeholders—someone who is approachable with good listening skills;
- be the “face of the community” with high visibility with community leaders, news media, and general public;
- creative, innovative, and “thinks outside the box” and supports calculated risk-taking by City staff;
- strong financial management skills and sense of fiscal discipline with ability to develop more efficient ways of delivering City services;
- committed to a customer service orientation, “can-do” attitude with ability to exemplify and promote such an orientation among City employees;
- demonstrated track-record of building cohesive management team, reducing department “silo mentality,” and holding City staff accountable;
- demonstrated philosophy and track-record of valuing City employees and fostering a positive employee relations culture;
- ability to develop productive working relationships with employees;
- ethical person with highest standards of personal and professional integrity and;
- ability to build more credibility and trust of City organization with City Council and community.

ISSUES AND OPPORTUNITIES

The following is a summary of the issues and opportunities to be managed by St. Joseph's next City Manager:

- In the face of community unrest, there is a need to improve the City's land development process to make it more transparent and consistent in the interpretation and application of regulations and rules.
- The City is under EPA mandate to separate the sanitary and storm sewer systems - - this is an \$800 million project.
- The City is working in partnership with the Chamber of Commerce and others to find a way to finance St. Joseph's "Downtown Dream Initiative".
- The City needs to maintain its strong financial position in spite of the current negative impact that the national recession is having on revenues.
- The City supports its 5-year CIP program with a dedicated sales tax which sunsets every five years. St. Joseph voters have consistently approved its renewal in the past.
- Because of citizen interest, the City Council has made infrastructure maintenance and improvement a strong priority - - need to find and ensure additional funding to support this function.
- The City Council expects their next City Manager to carefully analyze the City organizational structure, systems, programs and processes for the purpose of finding ways to improve both organizational effectiveness and efficiency .
- The City is losing trained police and fire personnel to other agencies - - need to determine why and , if feasible, correct this situation.
- There are strong competing community interests on issues such as pro-growth/no growth, historic preservation, downtown revitalization, etc. which require a City Manager who is a skilled listener, solution oriented and non-defensive.





COMPENSATION AND HOW TO APPLY

The City Council is committed to providing a highly competitive salary and benefits package. The details will be negotiated and included in an employment agreement.

Please send your confidential resume with cover letter and current salary by March 14, 2011

Robert E. Slavin, President

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AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER

Additional information about St. Joseph is available at www.ci.st-joseph.mo.us