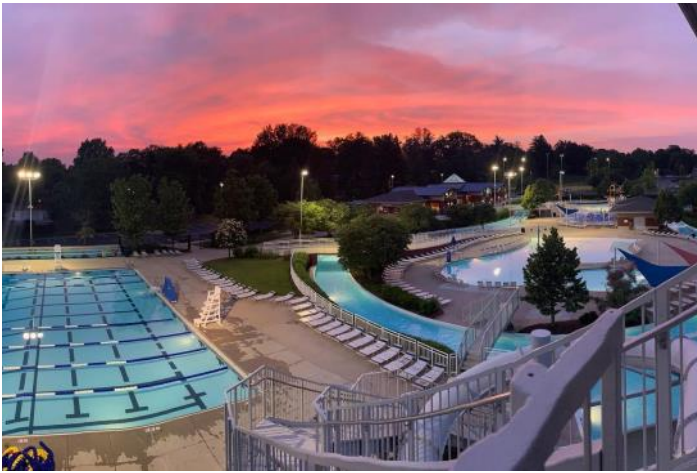


# *B*allwin CITY OF MISSOURI

## **CITY ADMINISTRATOR**



# EXECUTIVE RECRUITMENT



### The Position in Brief

The City Administrator is Ballwin's chief administrative officer in charge of the city's day-to-day operations and manages a budget of approximately \$20 million. The City Administrator works closely on economic development efforts, including maintaining a close working relationship with the city's business community. The City Administrator reports to the Mayor and Board of Aldermen, and oversees a workforce of more than 140 full-time employees.

### The City

Ballwin is located in St. Louis County, 40 minutes from downtown St. Louis. The city's strategic location in the metropolitan area makes the community a highly desirable place to live, work and play. Consistently ranked as "[One of the Best Places to Live](#)" by a variety of national publications, Ballwin's top-notch municipal services and high-ranking school districts are known throughout the region. Ballwin maintains a small-town atmosphere and high quality of life with its livability and family-friendliness.

Founded by [John Ball in the late 1700s](#), and eventually incorporated in 1950 with a population of 750, today Ballwin is a thriving community of more than 30,000 residents.



### A snapshot of Ballwin's demographics and amenities:

- Average age of 42 years old.
  - White 87%, African American 3%, Hispanic/Latino 3%, Asian 7%.
  - Median household income, \$88,900.
  - Median value of a Ballwin home, \$241,800.
  - Land area of ten square miles.
  - Low crime rate.
  - School Districts rated "Accredited with Distinction".
- An abundant supply of inexpensive water, energy, and sewage treatment capacity.
  - Quick and easy access to Interstates 270, 64, and 44.
  - Class-4 fire insurance rating.
  - Parks and recreational facilities including:
    - A municipal-run nine-hole golf course, [Ballwin Golf Course](#).
    - A state of the art community center, [The Pointe at Ballwin Commons](#), with a double gymnasium, leisure pool, fitness center, and other facilities.
    - Outdoor community aquatic center.
    - Five parks with lakes, tennis courts, game fields, and other amenities.
    - Nearby award-winning health care.
    - Distinguished institutions of higher learning including Washington University, St. Louis University and University of Missouri – St. Louis.



### The Organization

The City of Ballwin operates under a Mayor – Board of Aldermen – City Administrator form of government. The City has [eight aldermen and a Mayor](#). Many of the elected officials have been on the board more than five years, with a number of them serving more than 10 years.

Together, the Mayor and Board of Aldermen appoint the City Administrator. The current City Administrator is retiring after twice serving the City in the role for more than 28 years.

The City has a workforce of more than 140 full-time employees, plus additional part-time and seasonal employees organized into four departments – Police, Parks and Recreation, Public Works and Administration which covers city clerk services, building inspections and code enforcement, planning and zoning, finance, municipal court, communications and human resources.

In April 2019 the City opened its new Government Center building, a 10,500 square foot facility paid for entirely by on-hand reserves. The City is examining updates to other municipal facilities. A new Police Chief and Parks and Recreation Director have recently started in their roles with the City.

The City Administrator develops, and with the assistance of the City's department heads, manages an operating budget of more than \$20 million. The FY 2020 budget is seven percent more than the previous year's budget due to an increase in public works staffing and personnel costs. More than 40% of the City's revenues come from sales taxes. The City has no municipal property tax.



### Expectations and Projects

- The City Administrator will work with City leaders and department heads to develop a comprehensive approach for dealing with aging city facilities. The 2019 opening of the new Government Center has highlighted additional attention needed to the City's other facilities including those for police, public works and parks and recreation. Specifically, the next City Administrator will come on board at a time when the city is examining sighting and financing a new police headquarters, while also deciding what to do with the former, and now vacant, Government Center. In addition, the city's main public works facility is in need of attention, as are some of the city's parks and recreation buildings which are approaching their third decade of service.
- The next City Administrator can expect to work cooperatively with elected officials, the Ballwin business community, and other economic development stakeholders to identify goals for development and redevelopment, potential annexations, as well as business retention and attraction. In positioning the city for success in this area, the new City Administrator will also be challenged to keep an eye on the broader implications that economic development brings to the City's finances, staffing, resources and its infrastructure.
- The City is in a good financial position, and has a fund balance exceeding 44%. The City's finances are tested by emerging headwinds, however, including limited sources of new revenue, sales tax receipts comprising more than 40% of the city's revenues, and a history of not levying a municipal property tax. The next City Administrator can expect to work closely with the elected officials and excellent financial staff on seeking out new sources of revenue, strategically planning for the city's long-term financial sustainability, as well as continuing to find ways to most efficiently deliver City services.
- The next City Administrator should be comfortable having a visible and "embedded" role in the City and the organization, easily interacting with and embracing a wide spectrum of residents, individuals, community businesses and organizations.
- The new City Administrator joins a management team whose tenure with the city varies. Some are seasoned, long-tenured employees while other department leaders are new to their position and the organization. The next City Administrator will find a team of professionals eager for a leader that is collaborative, fair-minded, and evenhanded, and one who encourages professional growth and development. Steady, mature and professional leadership is desired by the Board of Aldermen and the management team. In addition, an ability to develop a big-picture view of the organization and community, while also being fluent on operational details, will be valuable for success in the position.
- The City's desire for strong intergovernmental relationships within the region is keenly important. The next City Administrator can expect to play a leading role in developing and cultivating close working alliances with state, county and municipal partners and neighbors.

### The Ideal Candidate

#### Must Haves:

- A Bachelor's degree in public administration or related field; a Master's degree in public administration or closely related field is preferred.
- At least five years of increasingly responsible local government management experience.
- Proven leadership, managerial, and interpersonal skills.
- A team-oriented, strategic-thinking approach toward staff leadership; human resources skills and supervisory experience are essential.
- Excellent communication skills and significant career success in building collaborative, effective relationships across departments.
- Financial, analytical and budget management skills to lead a financially fit organization.

#### Management Style & Traits

- Be an articulate and effective communicator, both orally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers.
- Have a history of regularly communicating with elected officials, keeping them abreast of city matters and developing issues.
- Be a strong leader able to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.
- Be one that can quickly assess the capabilities of staff, especially newer department heads, by providing them the guidance they need to succeed and the encouragement to look at their newly inherited operations with a critical eye.
- Possess the ability to let City staff carry out their duties and grow professionally, understanding that the occasional misstep will happen and using these occasions to help the employee grow and thrive as part of the team.
- Be a self-starter who has the vitality and energy to motivate and lead others.
- Have a record of keeping up to date and abreast of modern municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.

- Possess well developed organizational skills and have the ability to balance numerous projects and issues while keeping on task. Know when to drill into the details and critically assess issues without losing sight of the city's bigger, strategic direction.
- Be a "people person," sincerely personable, patient, and accessible, and one who can relate with all persons in the community.
- Promote a strong, service-oriented, "customer relations" approach by all municipal employees in dealing with citizenry.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.





## Compensation, Benefits, and the Organization's Culture

The starting salary is \$145,000 – \$160,000 +/- DOQ, plus an excellent benefit package. The city is part of the Missouri LAGERS retirement program.

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The city's organization is lean and city staff possesses a high-output work ethic.

The Mayor and Board of Aldermen possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

## HOW TO APPLY

Candidates should apply by **February 3, 2020** with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of:

Lee Szymborski, Senior Vice President  
GovHR USA  
630 Dundee Road, #130  
Northbrook, IL 60062.  
Tel: 847-380-3240

The City of Ballwin is an Equal Opportunity Employer.







CITY OF  
**Ballwin**  
MISSOURI

*The City of Ballwin strives to protect, inform, and serve our community with diligence, respect, and transparency.*