



The City of Gardner, Kansas

Invites Candidates to Apply for the Position of

City Administrator

“This is an exciting opportunity for a professional manager; we are poised for growth and excited about bringing on a new Administrator who can lead a strong team, build trust with the Council, and provide leadership in building a community vision for the future. Our community is truly moving forward.”

- Mayor Dave Drovetta

History

Known as where the Trails Divide, Gardner has a significant place in the history of the westward expansion of the United States. Gardner is named in honor of Governor Gardner of Massachusetts. Nearly all of the early settlers were Free State men and one of the first Free State conventions in the country was held in Gardner in 1858. On June 7, 1886, a petition with fifty signers was filed with the district court providing that Gardner should become an incorporated town of the third class. On September 26, 2002, Gardner officially became a City of the Second Class.

The Historic Santa Fe, Oregon and California Trails are of national significance. The Gardner Junction Park site, located just west of present day Gardner, along U.S. 56 Highway, will become a premier site on the historic trails in Kansas. It is the first, the prototype, for the rest of the Santa Fe Trail in Kansas, and Gardner is proud to be the site of this “first” historic venture. This wayside park has been the subject of projects in 1924 and 1956 that never completely came to fulfillment. Today this project has brought together major players in the preservation of trail history from across the United States.

Conveniently located just 30 miles southwest of downtown Kansas City on Interstate-35, Gardner provides residents with easy access to all of the Kansas City metropolitan area amenities, yet, maintains the charm and friendliness of a smaller community. Gardner enjoys the benefits of being a free-standing community center; its location to the Kansas City metropolitan area is important yet the sense of community flourishes with a rich history and a great future.

Growth of the Community



Gardner has grown more rapidly than most other Kansas City area communities and has the highest percentage (104%) growth of any Johnson County city in the last decade. The City of Gardner welcomed over 9,700 new residents to the community since 2000. There are now 19,123 people who call Gardner home. Poised for new growth and development, the City of Gardner is positioning itself for a strong rebound in diversifying its tax base with commercial, industrial and residential development. The Mayor and City Council are keenly aware of the need to balance new residential development with a blend of retail, commercial and industrial growth. The community is ready to move forward and build a consensus direction for the future. The City Administrator plays a central role in this plan.

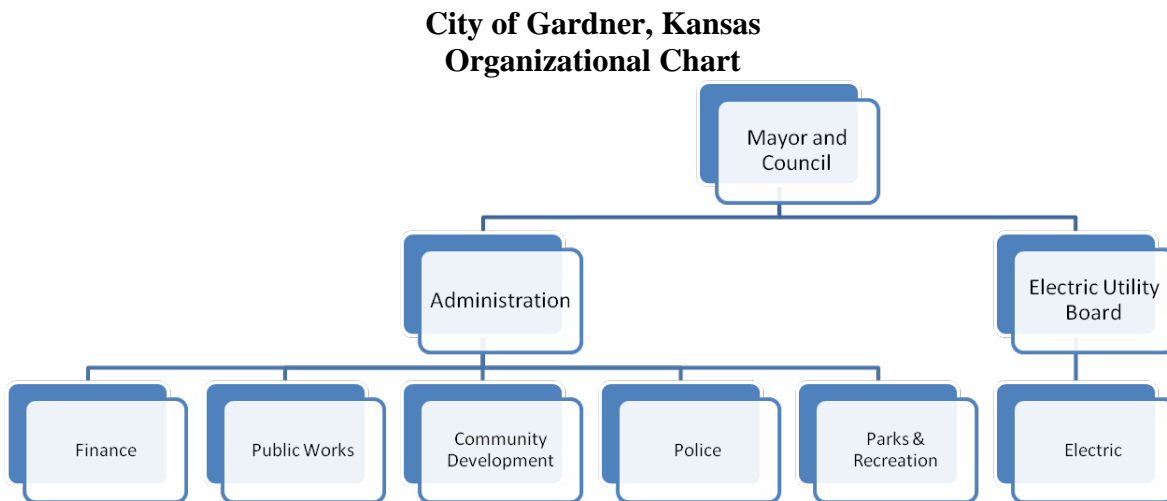
Parks and Amenities

Whether you're looking for an athletic program, an instructional class, or just having fun with friends and family at one of our special events, the Gardner Parks and Recreation Department offers a wide variety of activities to entertain, educate, and exercise the minds and bodies of all ages. Visit Gardner's spectacular parks and enjoy picnic shelters, state-of-the-art playground design and equipment, restroom facilities, walking trails, creeks and lakes, basketball courts, tennis courts, baseball/softball fields, soccer fields, and open space to enjoy nature.

The Gardner Aquatic Center has professional, Ellis & Associate Certified Lifeguards and friendly and knowledgeable support staff. Our clean and safe facility has concessions, adult only swim, rentals for pool parties and many special amenities. There is plenty to do for all ages! As Gardner continues to grow, the Gardner Parks and Recreation Department continues to take steps to sustain the quality of life we all enjoy. View our Parks Master Plan and past, present and future developments.

Organization

The City of Gardner is a Mayor-Council form of government. The Mayor and the five Council members are elected at-large. The City Council hires the City Administrator who is responsible for the day to day affairs of the city government including the enforcement of codes and implementation of policies acted upon by the governing body. The City has a \$55.7 million dollar budget with 117 full time and 200 seasonal employees.



The City Administration Department consists of the Office of the City Clerk and Human Resource division. An Assistant City Administrator works closely with the Administrator to carry out the duties and functions of the office. The major departments include Finance, Public Works, Community Development, Police and Parks and Recreation. The City is served by an independent Electric Utility Board. The City Administrator will work closely with the Board and its staff. **Gardner is an award winning community -- the City has received numerous awards for its parks and recreation and financial management and recently the City was awarded its 6th consecutive Comprehensive Annual Financial Report (CAFR) Award for FY 2009.**

In 2010, the International City/County Management Association (ICMA) recognized Gardner (One of only 47 across the country) for its efforts and results in performance measurement and management. The City received a certificate from ICMA Center for Performance Measurement (CPM) a comparative performance measurement program that assists local governments with the collection, analysis, and application of performance data.

The Public Works Department is committed to improving the quality of life through infrastructure growth and preservation. The Public Works Department's efforts result in improved public streets, storm sewers, sanitary sewers, water services, and traffic safety; providing convenience, safety, and comfort to the users of public infrastructure. We strive to provide the highest level and quality of service. We work to construct and maintain the City's infrastructure to provide safe, efficient, and lasting service to the citizens of Gardner.

The functional responsibilities of the Public Works Department encompasses planning, designing, and constructing elements of the City's infrastructure; managing the City's environmental programs; operation and maintenance of the City's storm water systems, streets, and traffic control network. In accordance with the City's goals to provide high-level lasting services to its citizens, several [Master Plans](#) have been developed and approved in the last few years. Staff will continue to develop additional Master Plans and update the existing plans as growth and City-wide needs dictate.

For more details and information on all of the programs and services we encourage you to visit the City's website at <http://www.gardnerkansas.gov>.

Position Summary

The City Administrator is appointed by the Mayor and Council to direct the delivery of services and provide expert advice on City operations. The City Administrator is responsible for planning, organizing, and leading, the activities of all city operations. The City Administrator appoints all Department Directors with Council approval. This position also performs activities such as ensuring that all laws and ordinances are enforced and implementing policies established by the City Council. The City Administrator shall prepare and submit the annual budget to the City Council and also keep the City Council fully advised as to the financial condition and needs of the City.

Position Requirements

Requires a Bachelor's in public administration or related field, advanced degree preferred along with 5 years of progressively responsible management & supervisory experience, preferably in a local government position. City is seeking experienced leaders with knowledge of municipal functions including community development and growth management, finance, staff team building and creating strong community partnerships. Must have exceptional communication and interpersonal skills and the ability to engage the Mayor, City Council, staff, and community in building a consensus direction for the community's future. An International City/County Management Association (ICMA) Credentialed Manager designation is desired, but not a requirement.

Desired Capabilities

Team Builder

Works with a strong group of department heads to effectively build a cohesive team. Manages work with appropriate delegation, holding individuals accountable, yet provides wide independence and latitude.

Strong Communicator

Ensures that communication is a high priority; is articulate, clearly explains complex issues and builds understanding with everyone he/she comes in contact with.

Community Participation

Recognizes that the City Administrator position is a valuable community asset; takes strong interest in being visible and active in the community. Has a passion for engaging citizens in city government.

Personal Integrity

High degree of personal integrity; honest and sincere and treats others respectfully; approachable and is an effective listener. Has the ability to motivate, coach and mentor staff as appropriate.

Visionary

Leads the City Council, City staff, and community in defining goals for the future and staying focused on strategies and actions to achieve those goals; positions City to grow with a diversified tax base.

Collaborative Partner

Skilled at bringing people together to build partnerships to address common problems; supports the City's role as an active participant in community affairs. Can build consensus and unite people with different interests.

Trusted Advisor

Keeps the Mayor and City Council apprised of current and emerging issues; anticipates and identifies potential problems and challenges and brings them to the attention of the elected officials.

Financial Management

Has a high degree of financial acumen; can bring new ideas and solutions to the forefront to address the budget and financial challenges.

Opportunities for Leadership

Developing creative growth strategies. Growth and economic development are anticipated to continue into the foreseeable future. The city administrator will provide leadership in developing creative growth and community development strategies. This will include both residential and commercial and industrial growth.

Financing infrastructure. Planning for growth requires the extension of utilities and other infrastructure. Through updating the Capital Improvement Plan (CIP), the city administrator will make recommendations to the City Council on future infrastructure investments necessary to support the city's development plans as well as the maintenance and replacement of existing infrastructure throughout the community.

Building a cohesive sense of community. Gardner's strong sense of community is one of its greatest assets. As its population increases, the city does not want to lose this characteristic. The City Administrator will provide leadership in developing and implementing strategies that build and enhance the city's sense of community.



The Gardner Aquatic Center

Council-staff relationship. The next City Administrator will bring an understanding of public management including roles and responsibilities and a commitment to support and assist the City Council in its policy role. The City Administrator will earn the trust of the City Council and staff by openly sharing and exchanging information.

Responsible financial management. The recession has impacted Gardner just like other communities across the country. The City has an award winning financial track record, yet financial issues will remain a top

priority. The City Administrator will provide leadership to ensure the City's long-term fiscal health through sound budget and financial management.



As Gardner continues to grow, the Gardner Parks and Recreation Department continues to take steps to sustain the quality of life we all enjoy.

Innovative service delivery. The City of Gardner strives to achieve a high level of efficiency in its city operations. The City Administrator will be required to examine service delivery options, provide structure and direction to evaluating local services, and participate in discussions on shared service programs and service consolidation with other entities and local governments.

Organizational development. The City Administrator will have a great opportunity to work with staff to regain the community's trust, build morale, develop pride in public service, and provide visionary leadership to the city. The administrator will be able to promote the good work of the City, tell the story and create positive energy in city hall.

Compensation

Starting salary up to \$110,000, commensurate with qualifications and experience. Car allowance and other benefits competitive.

Application and Selection Process

Position open until filled.

To apply, send cover letter, resume, salary history and four work references to Mary Beth Bush, Human Resource Manager, City of Gardner, 120 E Main, Gardner, Kansas 66030, or email mbush@gardnerkansas.gov. Position open until filled. EOE

The City of Gardner is an Equal Opportunity Employer

