



## City Administrator Parkville, Missouri (5,600 Pop.)

The City of Parkville ([www.parkvillemo.gov](http://www.parkvillemo.gov)) is seeking qualified candidates for the position of City Administrator. The salary will be dependent upon a candidate's qualifications and experience. The City Administrator reports to the Governing body, made up of the Mayor and Board of Aldermen (BOA). The BOA consists of eight members, each person elected from one of four wards, serving two-year terms (non-partisan). The Mayor is elected at large for a two-year term.

The City operates a \$12M combined funds budget with 40 full-time employees. Parkville is located near Downtown Kansas City on the Missouri River with easy access to the region's airport. This vibrant, historic community has a talented staff and seeks a leader with extensive economic development and municipal finance experience, outstanding communication skills and a proven work ethic. Experience as a city administrator, assistant, or similar executive level position with five years experience is required. A master's degree is desired. (EOE)

### Selection Process

This recruitment profile was prepared following a discussion by the Mayor and BOA and will be used as a guide to evaluate and screen applications for possible interviews and appointment. All inquiries relating to the recruitment and selection process should be directed to Art Davis at (816) 898-1962. Interested candidates should submit their confidential resume, cover letter, salary history, and eight (8) work related references by email (Word) to [ArtDavis@ArtDavisGroupLLC.com](mailto:ArtDavis@ArtDavisGroupLLC.com) by February 13, 2013. A full background check will be conducted on all finalists prior to an interview.



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### Parkville – At a Glance

#### Community

Located in the southwest part of Platte County ([www.co.platte.mo.us](http://www.co.platte.mo.us)) and northwest of Downtown Kansas City, Missouri on the Missouri River, Parkville is generally recognized for providing its citizens with responsive and high quality City services and amenities. Art galleries, restaurants, and other boutique retail establishments located downtown provide for a delightful dining and shopping district. This unique area gently slopes down toward the picturesque English Landing Park and Riverfront Trail, located immediately adjacent to the swiftly flowing "Mighty Mo." This 68-acre "jewel" contains several amenities, including three miles of walking trails, a boat ramp, playground and picnic shelters, along with a sand volleyball court and disc golf course.

Parkville is also home to prestigious golfing venues, top rated residential developments, community recreation facilities and outstanding parks. The National Golf Club of Kansas City is an award winning Tom Watson Signature Design Golf Course recognized by *Travel + Leisure Golf Magazine* as a Top 100 Golf Community for four consecutive years. Riss Lake, another award winning residential development, was constructed around a 134-acre lake. The Platte County Community Center South is a community center and recreation facility in Parkville operated by the YMCA of Greater Kansas City. Another community recreation facility is the privately run Parkville Athletic Complex, a sports rental facility that is open to the public.



## Education

Outstanding educational opportunities exist for all residents of Parkville. The Park Hill School District ([www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us)) educates 10,300 students from Pre-K through 12<sup>th</sup> grade and serves eight different municipalities. Park Hill boasts excellent test scores when compared with other districts, distinguishing itself as one of the finest school districts in Missouri as exemplified by its AAA rating and by winning the *Missouri Quality Award*, the first school district to win this award in its 17-year history.

Park University ([www.Park.edu](http://www.Park.edu)), based in Parkville on a historic and scenic hilltop, overlooks the Missouri River with 1,800 on-campus students. Established in 1875, this four-year liberal arts institution of higher education has expanded to 40 locations in 21 states and on-line, and is one of the top providers of education courses for the U.S. Military. Park is fully accredited by the North Central Association of Colleges and Schools, and was recently recognized by *U.S. News & World Report* as a “top 10 most affordable private university in the nation” – No. 1 in the Midwest.



## Economic Development

The Parkville Economic Development Council ([www.parkvilleedc.com](http://www.parkvilleedc.com)) was founded in 2011 as a public-private partnership between the City of Parkville, private investors and community partners such as the Parkville Area Chamber of Commerce ([www.parkvillechamber.com](http://www.parkvillechamber.com)) and the Main Street Parkville Association ([www.parkvillemo.org](http://www.parkvillemo.org)).

The community is centrally located in the metropolitan area with 10 minute access to both Downtown Kansas City and Kansas City International Airport. Parkville is adjacent to Interstates 635, 435, 29 and 35, providing a competitive advantage to all businesses that rely on location.

Park University offers leasable commercial underground space at costs that are approximately one-half of surface building rates. This provides advantages such as reduced utility costs, are fully sprinkled, and have secure access. Other development opportunities include a 350-acre site adjacent to the I-435 interchange, and along other commercial corridors.

## Municipal Organization

As a 4<sup>th</sup> Class City in the State of Missouri, Parkville operates as a Mayor – Board of Aldermen – City Administrator form of government. The City Administrator reports to the Mayor and Board of Aldermen, and is the chief administrative officer responsible for all operations within the guidelines established by the Board of Aldermen. The City Administrator is responsible for the enforcement of all laws, ordinances and administrative policies; supervision of employees; and oversight and preparation of the annual operating and capital budgets. Responsibilities also include functional oversight for the areas of economic development, community development and planning, finance, human resources, police, public works, parks, streets, and sanitary sewer.

Fire and emergency medical services are provided by the South Platte Fire Protection District ([www.spfpd.com](http://www.spfpd.com)) with two stations located within Parkville’s boundaries. Water service is provided by Missouri American Water ([www.amwater.com](http://www.amwater.com)), a for-profit water utility that is regulated by the Missouri Public Service Commission.



### Mayor and Board of Aldermen

➤ Jim Brooks	Mayor
➤ Diane Driver	Alderman – Ward 1
➤ Kari Lamer	Alderman – Ward 1
➤ Jim Werner	Alderman – Ward 2
➤ Jackie Snyder	Alderman – Ward 2
➤ Kendall Welch	Alderman – Ward 3
➤ Chris Fisher	Alderman – Ward 3
➤ Marc Sportsman	Alderman – Ward 4
➤ Nan McManus	Alderman – Ward 4

### Regularly Scheduled Monthly Meetings

➤ Board of Aldermen	1 <sup>st</sup> & 3 <sup>rd</sup> Tues.
➤ P&Z Commission	2 <sup>nd</sup> Tues.
➤ EDC	1 <sup>st</sup> Wed.
➤ Com. Land & Rec. Bd.	2 <sup>nd</sup> Wed.

### Governing Body’s Top Priorities

- Address current N.I.D. funding issues & pursue quality development to grow economic base
- Complete funding and construction for final phase to widen MO State Hwy 45
- Update City’s Municipal Code & streamline development codes

### Desired Characteristics, Skills & Experience

- Skilled & professional communicator
- Knowledgeable in economic development
- Strong budget & finance skills
- Effective leader & team builder
- Proven track record