

**CITY ADMINISTRATOR
CITY OF WENTZVILLE,
MISSOURI**

This is a unique opportunity for a seasoned management professional to live and work in a rapidly growing, dynamic, family-oriented community of 34,000. The City of Wentzville, located only forty minutes from downtown St. Louis, offers a small town environment with convenient access to cultural, art, and sports attractions known worldwide. The Mayor and Board of Aldermen are seeking a dynamic change agent to position Wentzville for the significant growth which will continue. The City of Wentzville has had four city administrators in the last twenty years.

Qualified candidates must possess a Master's Degree in Public Administration, Business Administration, or a related field from an accredited institution. A minimum of ten years of executive-level management experience, preferably in local government, is required. Three to five years of experience as a city manager in a community of comparable complexity is preferred. Candidates with experience as an assistant city manager in a larger community will be considered as well.

The successful candidate will have demonstrated skills in developing and mentoring staff in a positive work environment; establishing cooperative, productive relationships with external organizations; maintaining effective channels of communication with the Board of Aldermen, staff, and residents; and conducting the city's business in an open, transparent manner.

The next City Administrator will reside in Wentzville and be willing to become involved in many facets of life in the community.

The City of Wentzville is a 4th class municipality under the Missouri state statutes utilizing the council-administrator form of government. Policymaking and legislative authority are vested in the Board of Aldermen consisting of the Mayor and six other members. The Board of Aldermen is responsible for, among other things, passing ordinances, adopting the budget, appointments to boards and committees, and hiring the City Administrator and City Attorney (currently a private firm under contract). The Mayor is elected to a four-year term and the Aldermen are elected on a non-partisan basis for two-year terms.

The City Administrator is responsible for carrying out the policies and ordinances of the Board of Aldermen, overseeing the day-to-day operations of the government and for appointing/supervising the heads of the various City departments. The City of Wentzville employs 178 full time staff and provides a full range of municipal services including finance, human resources, economic development, police, public works, parks and recreation, community development, and water/wastewater utilities. The community receives fire protection services through a separate fire services district with its own governing board.

Wentzville is particularly unique in that the City enjoys financial health uncommon in these economic times. The City of Wentzville was recently graded by Moody's with an Aa2 rating – *High quality and low credit risk*. Revenues are derived primarily from property and sales taxes. The total budget is approximately \$45 million for FY 2012, and the target reserve of 25% for the General Fund is routinely exceeded.

The starting annual salary for the position will be low to mid \$100k depending on the qualifications and experience of the selected candidate. A market competitive fringe benefits plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated. The selected candidate will be required to live in the City of Wentzville.

This position is open until filled. First review of candidates will occur on November 29, 2013.

Confidential resumes should be sent as soon as possible to **James Mercer, The Mercer Group, Inc., 1000 Cordova Place #726, Santa Fe, NM 87505. VOICE: 505-466-9500; FAX: 505-466-1274. E-Mail: jmercer@mercergroupinc.com Website: www.mercergroupinc.com EOE**

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