

*City of*

VALLEY FALLS

Incorporated May 17, 1869

July 9th, 2021

**POSITION:** CITY ADMINISTRATOR

The City of Valley Falls is seeking motivated and qualified applicants to lead our team of energetic, forward-thinking employees as the City Administrator. The City Administrator is responsible for the day-to-day operations of the City, supervising the City Clerk, Swimming Pool and the Public Works and Police department, all of which include eight full-time employees, and numerous part-time and seasonal positions. The City Administrator is responsible for preparing and managing over $1.5 million dollar budget. This position works closely with the public, provides input to the City Council, and represents the City at various meetings and conferences.

The City of Valley Falls is a 3rd class city with a population of 1,154. The City is conveniently located from major population areas and amenities: approximately 25 miles from Topeka, Kansas, 26 miles from Atchison, Kansas, 36 miles from Lawrence, Kansas, 48 miles from KCI International Airport, and 65 miles from Kansas City, Missouri. Valley Falls is in close proximity to Perry Lake and Wildlife area along with other various outdoor recreational opportunities. It is part of the USD #338 School District which has been recognized at the national level for their academic performance.

The candidate selected for this position will have an exciting opportunity to lead the City through major infrastructure improvement initiatives. The City will have a $230 thousand dollar street repair project completed later this summer or early fall, as well as in the process of pursing significant funding for water and sewer infrastructure improvements. The City has experienced significant housing development, recently securing over $1.5 million dollar investment in single-family housing by a private developer. The City has significant amounts of land available, along with an active Rural Housing Investment District (RHID), to expand a current housing development.

**TYPE:** The City Administrator is a full-time, exempt position, appointed by the Mayor and confirmed by the City Council. The Mayor and five City Council members are elected on a non-partisan basis. The current Governing Body has significant years of experience, and deeply values the position of City Administrator.

**SALARY:** Starting annual salary is $48,000 + DOQ. Benefits include vacation and sick leave, eight paid holidays, KPERS retirement, paid single BCBS medical and dental coverage, and cell phone reimbursement. The City also pays for the membership, and encourages active participation in, the Kansas Association of City/County Managers (KACM), and League of Kansas Municipalities (LKM).

**MINIMUM QALIFICATIONS**: Four year (or higher) college degree required; Public Administration degree is strongly preferred. Prior experience in municipal management is highly desired. Residency is encouraged.

**HOW TO APPLY:** If you are interested in applying for the position, please send a resume, cover letter, and three professional references to [cityofvalleyfalls@gmail.com](mailto:cityofvalleyfalls@gmail.com) . You can view the full job description here: <https://valleyfalls.org/employment-opportunities> . Any questions contact Joe Hackney (City Administrator, [cityofvalleyfalls@gmail.com](mailto:cityofvalleyfalls@gmail.com) )

**CLOSING DATE:** Applications will be reviewed as they are received, so interested applicants are encouraged to apply immediately. The position is open until filled.