

The City of St. John, Missouri is seeking candidates for City Manager.

Located in central St. Louis County, St. John is approximately 2 square miles of residential and commercial property, including multiple City and/or County parks. St. John is only a few miles south of Lambert-St. Louis International Airport, and offers quick and easy access to all of St. Louis County and St. Louis City via its two major thoroughfares, St. Charles Rock Rd. and Interstate I-170.

In addition to maintaining its own public works department and police force, St. John contracts police services to two surrounding municipalities, Sycamore Hills and Bel-Nor.

The City is deeply committed to recruiting candidates who have a passion for public service, successful project management, and outstanding leadership skills. The successful candidate will need to demonstrate all three traits to be St. John's next City Manager.

Deadline to apply: Friday, November 15, 2024. Please submit a cover letter, resume, and five professional references to panderson@cityofstjohn.org.

The City of St. John, MO is an Equal Opportunity Employer.

Population – 6,500

Size - 2 sq. miles

Full-Time Staff - 50

Annual Budget - \$6,175,800

Salary Range - \$80,000- \$110,000 (Based on experience and qualifications)

Job Type: Full-time

Benefits:

Health insurance

Paid Holidays

Accrued Sick Leave and Vacation

LAGERS Retirement

457 Deferred Compensation Plan

Schedule:

Monday - Friday

Work Location: In-person/on-site

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Council and the supervision of the Mayor.

JOB SUMMARY

Performs and completes high-level administrative, technical, and professional workload in a timely and acceptable manner. Oversight and cooperation with Department Heads in completing necessary tasks of city government including but not limited to budgeting, purchasing, economic development, and public relations.

Qualifications

Bachelor degree is preferred (experience will be considered in lieu of degree)

Prior municipal government experience is preferred

Minimum of five (5) years of previous supervisory experience

Knowledge of and experience with budget preparation and procedures for a multi-department organization

Knowledge of laws and regulations relating to property tax assessments, collections, and tax delinquency procedures

Knowledge of City programs, funding sources, and specific regulations governing expenditures and revenues

Knowledge of principles, practices, and techniques of public administration, with particular reference to governmental budget and finance administration

Knowledge of the City and department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations

Knowledge of principles and practices of budgeting, fiscal management, and project management principles and techniques

Ability to effectively utilize the principles of strategic and long and short-range planning

Ability to develop department goals and objectives

Ability to plan, develop, implement, and evaluate projects and programs

Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents

Ability to prepare, recommend, and monitor an operating budget, including line-item budgeting

Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner

Ability to instruct and train in methods and procedures

Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations

Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority

Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision

Ability to think quickly, maintain self-control, and adapt to stressful situations

Ability to prepare and maintain accurate and concise records and reports

Ability to handle sensitive interpersonal situations calmly and tactfully

Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations

Ability to work the allocated hours of the position and respond after hours as needed

ESSENTIAL JOB FUNCTIONS: Not All-Inclusive

Supervise and enforce the execution of the City Charter, City Ordinances, and all State and Federal Laws.

Attend and participate in all City Council meetings.

Recommend to the City Council such measures as may be necessary or expedient for the good of the government and welfare of the City, communicate official plans, policies, and procedures to the Council, staff, and the general public.

General supervision and direction of the City government and its employees.

Supervise performance of all contracts for work to be done for the City, including purchases of material and supplies, ensuring that such material and supplies are received and are of the quality and character called for by the contract.

Represent the City, as directed by the City Council, in all negotiations with employees, contractors, architects, engineers, and other independent contractors in matters in which the City might have an interest.

Preparation and submission of Council reports and summaries relating to ongoing and completed City projects with all necessary recommendations.

Preparation and submission, in coordination with all department heads, of the annual operating budget.

Preparation and submission, in coordination with all department heads, of the capital improvement plan.

Maintain financial guidelines within the scope of the operational budget and capital improvement plan.

Provide leadership and direction in the development of short and long-range plans; gather, interpret, and prepare data for studies, reports, and recommendations; coordinate department activities with other departments and agencies as needed.

Work with Department Heads to organize the offices of the city to best achieve stated goals.

Perform or assist subordinates in performing duties as needed.

Ensure proper delegation and equitable balance of workload to all employees to increase efficiency.

Supervise construction, improvements, repair, maintenance, and management of all City property, capital improvements and undertakings of the City.

Perform work in cooperation with Department Heads, the City attorney, auditor, and other Consultants for all City business.

PERIPHERAL DUTIES

Serves as Director of Emergency Management Agency.

May serve as interim head of one or more city departments.

Serves as Custodian of Records for all City records (Police Chief or designee will be responsible for all law enforcement records regarding Sunshine Requests).

Oversees the operations of the Municipal Court.

Coordinates and prepares the City's newsletter including, but not limited to, acquiring advertisements from local businesses, drafting and editing articles, performing layout work, and coordinating printing and distribution.

Coordinate and/or assist in the coordination of various community events.