City of Hillsboro, KS

Job Details

- **Job**: City Administrator
- **Where**: Hillsboro, KS
- **Salary**: $95,000 to $115,000-competitive benefit package
- **Population**: 2,850
- **Form of Government**: Mayor/Council/Administrator

**Community**: Hillsboro, KS is a vibrant, progressive community (2,850 pop.), located in Marion County. Hillsboro is the gateway to the beautiful Marion Reservoir, and located on the fringe of the picturesque Flint Hills. Hillsboro residents are in touch with nearly one million people in less than an hour’s drive; Wichita to the south, Salina to the north, Hutchinson to the west, and Emporia to the east—US-56 (east/west) and high-quality K-15 (north/south) intersect at Hillsboro, providing quick and easy access to the Kansas Turnpike and the interstate highway system. Hillsboro is home to Tabor College, a private four-year liberal arts college, established in 1908.

**Organization**: Hillsboro is managed through the Mayor/Council form of government. The Mayor is the Chief Executive Officer; the City Administrator is responsible for the day-to-day management of the City, while working with the Mayor/Council to achieve collective objectives. The current Administrator is retiring after a long career, with the last twelve years being in Hillsboro.

**Experience**: The ideal candidate will have served successfully as a city manager/administrator. Experience as an assistant manager/administrator in a larger city would be considered. A strong background in local government finance and budget, superior leadership abilities, general utility management experience, ability to effectively engage with employees and the community, are all considered vital attributes. The ability to understand, absorb, and become a part of the special culture of Hillsboro, Marion County and central Kansas, is highly desired.

**Salary Range**: $95,000-$115,000 depending upon qualifications, with a full range of benefits, including health insurance and deferred compensation.

**Education**: Minimum Bachelors’ degree; MPA degree preferred—would consider extensive local government management experience in lieu of degree.

**Apply**: Interested candidates may apply by submitting a (digital only) resume and cover letter of interest to: City Administrator Search: JMeisinger@cityofhillsboro.net.

Resumes accepted until 12:00, noon (CDT), March 27, 2020. The Governing Body plans to conduct interviews during the middle of April.