

Job Opening: City Administrator – Marion, KS

About Marion, Kansas: Marion is a charming, close-knit community located in central Kansas, offering a welcoming atmosphere, a rich history, and a strong sense of civic pride. With a commitment to economic development and quality of life, Marion is a wonderful place to live, work, and raise a family. To view the community brochure please click [here](#).

Position Overview: The City of Marion, Kansas, is seeking a dynamic City Administrator to lead our community and manage the city's daily operations. The ideal candidate will possess exceptional leadership skills, a strong understanding of municipal government, and a commitment to fostering growth and development in Marion. As the City Administrator, you will work closely with elected officials, city staff, and the community to ensure the effective and efficient delivery of services to our residents.

Key Responsibilities:

- Oversee the daily operations of city departments, ensuring that city services are delivered efficiently and effectively.
- Work closely with the Mayor and City Council to develop and implement policies and strategies that promote the city's growth and long-term sustainability.
- Prepare and manage the city's budget, making recommendations for expenditures and revenue generation.
- Planning and zoning administration.
- Grant writing and administration.
- Serve as the primary liaison between the City Council, staff, and the public.
- Provide leadership and support to city department heads and staff, fostering a positive work environment.
- Strategic Planning: Develop and implement long-term strategic plans for the County, aligning with community goals and priorities.
- Support economic development efforts and work to attract new businesses to the city.
- Represent the City of Marion at public meetings, community events, and regional forums.
- Foster collaboration with community stakeholders, including local businesses, educational institutions, and non-profit organizations.

Qualifications:

- A bachelor's degree in Public Administration, Business Administration, or a related field. Masters in Public Administration preferred.
- A minimum of 1 to 4 years of experience in local government or municipal management. Local government experience can substitute for education.
- Strong financial management skills and experience with budget preparation and management.
- Excellent communication, interpersonal, and public speaking skills.
- Proven ability to work effectively with elected officials, community leaders, and city staff.
- A commitment to maintaining high standards of public service and ethical conduct.

- Knowledge of local government laws, regulations, and best practices.
- Knowledge of planning and zoning administration.

Compensation:

- Annual Salary: \$90,000 - \$120,000 (commensurate with experience)
- Competitive benefits package.

Application Process: Interested candidates are invited to submit a resume, cover letter, and 3 professional references to LEAPS-Marion@lkm.org. Resume review begins March 17. EOE.