



SABETHA CITY ADMINISTRATOR POSITION ADVERTISEMENT

City Administrator – Sabetha, Kansas

The **City of Sabetha, Kansas**, a vibrant and progressive community located in northeast Kansas, is seeking a visionary and approachable leader to serve as its next **City Administrator**.

Sabetha is a dynamic city of approximately 2,500 residents known for its exceptional quality of life, strong local economy, and engaged citizenry. The city boasts a thriving industrial base, high-performing schools, excellent healthcare services, including Sabetha Community Hospital, a 25-bed critical access facility, and a broad range of outpatient services, as well as a well-maintained parks and recreation system. With a strong tradition of civic pride and community involvement, Sabetha is positioned for continued growth and success.

Position Overview

The City Administrator serves as the chief administrative officer and is responsible for overseeing all city operations, implementing policy as directed by the Mayor and City Commission, managing the city's budget and personnel, and fostering effective relationships with residents, businesses, and regional partners.

Key Responsibilities

- Provide leadership and direction for all municipal departments
- Develop and manage the city's budget and capital improvement plans
- Support and advise the City Commission with policy development and implementation
- Oversee economic development efforts and infrastructure investment
- Promote transparency, responsiveness, and a high standard of customer service throughout city operations

Qualifications

- A bachelor's degree in public administration or related field preferred, however, equivalent professional experience may be considered in lieu of a degree.
- 3-6 years as a city administrator, city manager or increasingly responsible department head experience.
- Strong background in budgeting and finance, economic development, public relations, and municipal utility management with electric distribution and production management experience preferred.
- Strong communication and interpersonal skills with a demonstrated ability to build consensus and work collaboratively
- Commitment to community engagement

Compensation

Competitive benefits; Salary \$90k - \$115k, DOQ. Interested candidates should submit a cover letter, resume, and three work-related references to LEAPS-Sabetha@lkm.org. *If confidentiality is requested, please note in application materials.* The position will remain open until filled. Application review will begin **August 18, 2025**. EOE.

