

City Administrator, Baldwin City, Kansas

Organization:	City of Baldwin City
Date Posted:	10-5-20255
City:	Baldwin City
Country:	United States
Primary Category:	City/County Administrator/Manager
Type of Position:	Full-Time

Description & Details

The **City of Baldwin City, Kansas**, is a vibrant small town located in southern Douglas County, about 15 miles south of Lawrence and 40 miles southwest of Kansas City with a population of 5,000. Known for its rich history, strong sense of community, and picturesque setting, Baldwin City blends the charm of a close-knit town with access to the amenities of nearby metropolitan areas.

The city is best recognized as the home of **Baker University**, the first university established in Kansas (1858), which adds a collegiate atmosphere and cultural vitality to the community. Baldwin City also played a notable role in the state's early history: it sits along the historic **Santa Fe Trail**, and the nearby **Black Jack Battlefield** is considered by many historians to be the first true battle of the Civil War. Baldwin City offers excellent schools, family-friendly parks, and growing opportunities for business and development, all while maintaining its small-town character. Its location makes it a desirable place to live for those seeking a balance between peaceful rural living and convenient access to Lawrence, Topeka, and the Kansas City metropolitan area. In short, Baldwin City is a community rooted in history and tradition, enriched by education and culture, and poised for thoughtful growth while preserving its hometown charm.

Position Overview

The City Administrator serves as the chief administrative officer under the supervision of the City Council. The individual manages all city departments and oversees the finances, personnel, and short and long-range planning of the City of Baldwin City. The next City Administrator should possess excellent public relations, communications, supervisory, and organizational skills.

Key Responsibilities

- Personnel management for all municipal departments
- Responsible for the city's financial management, investments, and budget preparation.
- Support and advise the City Council with policy development and implementation
- Oversee the city's economic development efforts and promotions
- Research and write grants as needed
- Provide leadership in short and long-term planning efforts

- Work effectively with local organizations regarding city activities, developments, and citizen concerns
- Promote transparency, responsiveness, and a high standard of customer service throughout city operations

Qualifications

- Bachelor of Arts/Sciences degree. The employee will be encouraged to complete their Master's in Public Administration or obtain the City/County Management Certification or equivalent within three years of employment.
- 4-6 years of similar local government management is preferred.
- Strong background in budgeting and finance, economic development, public relations, and municipal utility management with electric distribution and production management experience preferred.
- Strong oral and written communications and interpersonal skills with a demonstrated ability to build consensus and work collaboratively with the governing body, community groups and citizens.
- Commitment to community engagement
- Residency within the Baldwin School District boundaries is required

Compensation

Competitive benefits: Salary \$130,000- \$180,000 DOQ.

Interested candidates should submit a cover letter, resume, and three work-related references to LEAPS-BaldwinCity@lkm.org. *If confidentiality is requested, please note in application material.* The position will remain open until filled. Application review will begin November 3. EOE

Full position posting, https://www.lkm.org/networking/apply_now.aspx?view=2&id=955547