

City Manager City of Kingman, Kansas

Reporting directly to the City Commission, the City Manager is responsible for the overall administration of City government and supervision of department heads. The City Manager plays a critical role in budget development, infrastructure planning, and organizational leadership.

Key responsibilities include:

- Directing and coordinating all City departments and operations
- Preparing and administering the annual budget
- Providing leadership in public finance and long-term fiscal planning
- Overseeing infrastructure planning, capital improvement projects, and utility operations
- Managing human resources functions, including recruitment, employee relations, and organizational development
- Advising the City Commission on policy matters and operational impacts
- Promoting transparency, accountability, and effective communication throughout the organization

Desired Qualifications

The ideal candidate will possess the following education and experience:

- 2 plus years of progressively responsible experience in local government management
- Bachelor's degree in public administration, business administration, or a related field preferred
- Relevant professional experience in local government management may substitute for educational requirements

Preferred Knowledge, Skills, and Abilities

- Strong expertise in public finance and municipal budgeting
- Experience with infrastructure planning, capital improvement programs, and utility systems
- Knowledge of human resources management, including personnel administration and organizational development
- Knowledge of planning and zoning administration
- Ability to provide professional support and clear communication to the governing body
- Demonstrated ability to work collaboratively with elected officials, staff, and the community
- Strong leadership, organizational, and interpersonal skills
- Commitment to ethical governance and public service

To Apply

Competitive benefits; **Salary \$90,000 - \$110,000, DOQ**. Interested candidates should submit a cover letter, resume, and three work-related references to LEAPS-Kingman@lkm.org. *If confidentiality is requested, please note in application materials.* Position will remain open until filled. Application review will begin March 1, EOE.

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