

CITY ADMINISTRATOR - CITY OF MONMOUTH, ILLINOIS

March 25, 2026

The City of Monmouth, Illinois is seeking qualified applicants for the position of City Administrator. Monmouth (population 8,902) is a historic community located in west central Illinois, 45 miles south of the Quad Cities. It is home to Monmouth College with 705 students. Monmouth is a home-rule municipality. It is primarily an agricultural service center with a diverse manufacturing base including a major hog processing facility that is a major employer in western Illinois. This position will have a strong emphasis on economic development with four (soon to be five) TIF Districts and an Enterprise Zone. The City has 49 full-time employees and a general fund budget of \$13 million. The total City budget is \$43 million. The City Administrator reports to the Mayor and eight-member City Council.

A bachelor's degree in public administration, urban management, public policy, community development, business administration or related field is required plus five years of experience in public management at the local government level. A master's degree in public or business administration is highly desirable. Strong general management, economic development, fiscal management, organizational/leadership, communication and writing skills required. Appointed by Mayor and City Council. Residency within six months of employment required. Starting salary \$115,000-\$130,000 DOQ. Submit resume and cover letter with salary history and five references to annette.stledger@cityofmonmouthil.gov. Applications accepted through May 1, 2026.

Role of the City Administrator

The City Administrator serves as Chief Administrative Officer of the City of Monmouth under the direction of the Mayor and City Council. The Administrator performs the full range of administrative duties as determined by the Council and Municipal Code. These functions include managing and coordinating the programs and activities of the various Departments of the City government. The role of the City Administrator will be multi-faceted and will require the application of experienced management skills.

Though not inclusive, the essential responsibilities and principal duties for the position by direct action or through delegation to others include:

- Direct and coordinate the administrative and management function of City government.
- Be a participant and spokesperson regarding City government affairs.
- Review, recommend and implement administrative management practices to ensure optimum use of human and financial resources.
- Develop and maintain a close working relationship with both elected and appointed department heads to help ensure that department goals and objectives are met. Meet with and provide assistance to department heads in the preparation of their respective budgets.

- Assist the City Council in legislative matters relating to and affecting City government.
- Plan and research issues of concern to the City Council.
- Recommend organizational and staffing needs to the City Council to ensure optimum levels of authorized services as needed.
- Advise the City Council of availability of funds from Federal and State grant programs, and on all legislation which could affect funding sources.
- Provide information and other resources necessary to assist the City Council in making informed decisions as related to City operations, budgets and key policy questions.
- Act as liaison between the Mayor and City Council and other units of government in the transaction of City business.
- Develop and present the annual budget to the City Council and administer and monitor the adopted City budget to ensure financial controls, compliance with budget guidelines and allocations.

Priority Issues, Challenges and Opportunities

- Maintain and enhance ongoing economic development incentive programs.
- Devise and implement a financing plan for upgrades to waste water and storm water treatment to address IEPA mandates. Rehabilitation of two elevated storage tanks and implementation of new SCADA system upgrades for utilities is also needed.
- Replace lead water service lines and implement upgrades to the water treatment plant.
- Replace City equipment including a fire truck and snow removal equipment.
- Negotiate collective bargaining agreement with three separate bargaining units.
- Balance the annual budget.