



INVITING APPLICATIONS FOR THE POSITION OF

City Administrator



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SOLUTIONS

HISTORY

Scots-Irish who came from Kentucky about 1820 settled the Ashland area. An Indian trading post was established near the present intersection of Broadway and Main Street. The town was laid out in 1852 but was not incorporated until 1877. It was named Ashland after Henry Clay's estate in Lexington, Kentucky. At the time of Ashland's incorporation it was a well-established farming community on a toll road, which ran from Columbia to Claysville, then an important river port.

William Bass and J. W. Johnston started the Trade Center about 1875, and it became the largest general store in

Missouri. It had the first telephone in Missouri, outside of St. Louis. The line ran to a branch store in Guthrie, 8 miles east on a branch of the Chicago and Alton Railroad.

Bass and Johnson also ran the Ashland stock sales, which shipped large herds of mules to the Deep South. They established the Farmers Bank in 1881, built a grist mill (The Ashland Milling Company) in 1877, and started a newspaper, called the "Ashland Bugle" in 1875. James L. Wilcox bought the Bugle in 1877 and published it single-handedly as a weekly paper for 63 years, established a national reputation for himself and his newspaper.

COMMUNITY

Ashland, Missouri is located in Southern Boone County. Its population has increased in the last 10 years from 3,707 persons in 2010 to 4,747 in 2020 while still maintaining a quaint, small-town ambiance. This quality, together with Ashland's convenient location and excellent schools, churches, and homes, makes the city an attractive place to live. Some of the residents work in Ashland, and others commute to Columbia and Jefferson City, both less than 15 minutes away on U.S. 63, a four-lane divided highway.

St. Louis and Kansas City, with all they have to offer, are less than two hours away. The Lake of the Ozarks, a major recreational area, is only an hour away.

The Southern Boone County School District, which educates children from Ashland and surrounding areas, has earned a reputation of educational excellence, boasting high school graduation rates eight percentage points above the state average and higher than average M.A.P. scores in all subjects and grade levels. The school district offers numerous student activities, clubs, and sports, including band, choir, performing arts, baseball, softball, football, soccer, volleyball, track, cross country, and golf.

Ashland has seven institutions of higher learning within 25 minutes including the University of Missouri-Columbia,



Stephens College, Columbia College, Lincoln University, William Woods University, Moberly Area Community College, and Westminster College.

Ashland's population enjoys many outdoor activities. They enjoy hiking and spelunking at Rock Bridge State Park. They can enjoy hunting, hiking, and horseback riding at Three Creeks State Wildlife Area along with camping at Pine Ridge Campground in the Mark Twain National Forest. The University of Missouri holds large tracts of land that are available for research and certain public uses. They can cycle and walk on the Katy Trail State Park along the scenic Missouri River. There are eight 18-hole golf courses within 20 miles including the Eagle Knoll Golf Club in Hartsburg, rated four stars by Golf Digest that is just 5 miles south of town.

OPPORTUNITY

Community development in Ashland, Missouri, centers on managing its rapid growth while preserving a close-knit, small-town identity. Over the past 5 years, Ashland has permitted an average of 68 new residential homes annually, while also bringing in new commercial business. The city's job is to meet with architects, engineers, contractors and developers while collaborating with local groups like the Southern Boone Economic Development Council, the Chamber of Commerce, and the Ashland Betterment Coalition. The Community Development Department aids residents and leaders by working together to attract new businesses and create regional jobs.



GOVERNMENT

The City government in Ashland consists of a Mayor and six Aldermen. The Mayor is elected for a two-year term. Each Aldermen is elected for a two-year term with two coming from each of the three wards. The election of the two Aldermen from each ward are on alternating years.

The Mayor and Board of Aldermen hire a City Administrator who is the administrator of the staff and answers directly to the Mayor and Board of Aldermen. The Mayor and Board of Aldermen also directly appoint the City Attorney and City Clerk. The other five departments are approved by the City Administrator and are direct reports to the City Administrator.

These five departments are Public Works, Treasurer/HR, Utility Billing, Community Development, and the Police Chief. Fire Protection is provided by the Southern Boone County Fire Protection District.

The Board of Aldermen also appoints three advisory Boards: Parks and Recreation; Planning and Zoning; and Board of Adjustment.



REQUIRED QUALIFICATIONS

All applicants for the position should possess, at a minimum, a bachelor's degree and five years of increasingly responsible municipal managerial experience. A master's degree in public administration, business administration, or some other related field of study is preferred but not required. The candidate should have city administrator/manager or assistant city administrator/manager experience of at least 5 years. A municipal department director with significant overall general municipal knowledge and experience may be considered for the position. It is desirable that all applicants have experience in municipal administration, management, budget and finance, human resources, business development infrastructure and municipal planning. Relative private sector experience may be considered. Residency within Ashland is preferred and is required within one year of the start date.

SALARY AND BENEFITS

The City offers a generous package of benefits for the new City Administrator. These benefits include:

- Dependent on Experience, Estimated Salary Range: \$93,000 to \$148,000

Minimum Benefits

- Health and life insurance paid 100% by the City for the employee
- LAGERS L-6 retirement plan: the employee contributes 4%, and the City contributes at the rate determined annually by LAGERS.
- Vacation, sick leave and 32 hours of personal leave annually
- Employee paid dental and vision insurance



HOW TO APPLY

To apply please submit cover letter, resume, and three work related and two personal references. All applications must be submitted electronically no later than 5 p.m. (CST), Friday, September 4, 2026 to:

J. Jeff Hancock
jjhancock@interimsolutionsllc.com

Please direct all questions to J. Jeff Hancock at 573-932-1868.

www.interimsolutionsllc.com