**City of Ellsworth, KS**

**Job Details**

* **Job:**City Administrator
* **Where:**Ellsworth, KS
* **Salary:**$90,000 to $100,000-competitive benefit package
* **Population:** 3,054
* **Form of Government:**Mayor/Council

**Community:** Ellsworth, Kansas is a family-friendly, steady-growth community (pop 3,054), nestled in the beautiful Smoky Hills of Central Kansas, enhanced by quick/easy access to two interstate highways. The County seat of Ellsworth County, Ellsworth is surrounded by scenic views and located between two excellent state lakes. Historic, unique downtown Ellsworth retains the feel of a truly wonderful Kansas ‘Cowtown’, and stays ‘filled to the brim’, primarily with a variety of independent retailers and businesses.

Located on the north edge of the City, the Ellsworth State Correctional Facility employs over 500 workers. Additionally, two local Ag manufacturers contribute greatly to the local economy. As a result, Ellsworth’s job market is net-inflow.

**Organization:** Ellsworth is governed through the Mayor/Council form. The directly-elected mayor, by statute, has ‘CEO’ oversight of the City, and its Governing Body establishes formal city policy. The City Administrator is hired by the Governing Body, and is responsible for the overall and day-to-day management of the City, and also is expected to assist in policy development.

**Experience:** The ideal candidate will have served successfully as a city manager/administrator, assistant city manager/administrator or department head positions. The Governing Body may consider a candidate of lesser experience, if that person presents strong educational credentials, along with sufficient city experience through internships, assistantships, etc. A background in local government finance and budget, leadership abilities, and the ability to effectively engage with employees and the community are all expected attributes. The ability to understand, absorb and become a part of the culture of Ellsworth and central Kansas is highly desired.

**Salary Range**. $80,000-$100,000 depending upon qualifications, with a full range of benefits including health insurance.

**Education**: Bachelors’ degree required, though extensive local government experience may possibly be substituted. MPA (or similar) degree preferred.

**Apply:** Interested candidates may apply by submitting a (digital only) resume and cover letter of interest to: City Administrator Search: [phoffman@shhlawyers.com](mailto:phoffman@shhlawyers.com).

Resumes accepted until 12:00 Noon (CDT), April 24, 2020. The Governing Body anticipates conducting interviews during the middle of May.