South Central Kansas

KINSLEY

SEEKING A CITY MANAGER

Kinsley’s a progressive rural city known as “Midway USA”, with great schools, beautiful parks and a rich railroad history. Enjoy the community-oriented environment and many local attractions and events. Kinsley invites you to call their community your home.
SITUATED
Kinsley is located at the junctions of U.S. Highways 50, 56, and 183 in Edwards County, 36 miles west of Dodge City and 30 miles north of Greensburg. Surrounded by rolling hills, farmland and pastures with the Arkansas River and Coon Creek flowing around it.

SCHOOLS
USD 347 is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. The mission of USD #347 is to provide an equal opportunity for each student to receive a quality education to reach their full potential and become a productive member of a diverse and changing society.

ATTRACTIONS & ENTERTAINMENT
Often referred to as the place where something is always going on Kinsley offers a variety of treasures, from festivals to historical landmarks. Stop by Midway Park home to the famous Midway USA Sign and The Edwards County Historical Society Museum and Sod House. Featuring a steam engine, antique farm machinery, a sod house, museum and murals.

Beautiful South Park offers a new walking trail, outdoor exercise and playground equipment, disc golf, baseball diamonds, batting cage, fairgrounds, track, roping arena sand volleyball, basketball tennis/waffle ball court. Cool off at the city pool or play a round of golf. Visit the All Veterans Museum or the Civil War Monument. Take a tour of the historical Palace Theatre or through history at the National Foundation for Carnival Heritage Center. Enjoy a relaxing stroll through nature or explore the local hunting and fishing areas.

ECONOMY & ECONOMIC DEVELOPMENT
Kinsley has a diverse business community, a strong health care system and a variety of entertainment. Population decline is a concern for communities across Kansas, making it more important than ever to find innovative ideas to attract new business and residents. In order to maintain the quality services it’s residents are accustomed to Kinsley is looking to bolster economic and community development. With a focus on infrastructure and growth.
POWERS & DUTIES

The city manager is the chief administrative officer for the City of Kinsley in accordance with the provisions and requirements of KSA 12-1001 et seq. and amendments thereto. And is responsible for managing the day-to-day administrative affairs of the city which include water, sewer, refuse, street maintenance, parks, swimming pool, code enforcement, airport, fire and legislative services. City Manager reports to a 5-member City Commission.

Responsible for the City's budget, it's preparation and administration and the City's other financial affairs. Including the enforcement of the purchasing policy and approving and or disapproving all requisitions submitted by department heads. It also involves making periodic reports to the Commission concerning revenues, expenditures and the City's cash position.

Administering bid letting including the development of specifications and administrations of bid openings, considerations by the Governing Body, etc.

Researching all matters pertaining to policy and making recommendations to the City Commission; and for executing the policy decisions of the Commission.

Administering City's contracts.

Personnel management including personnel policy recommendations, create and update job descriptions and ensure all hiring procedures are prosecuted diligently and without discrimination.

Code enforcement related to the building, plumbing, electrical codes and zoning ordinances. And enforcing the flood plain ordinance and any regulations issued by which pertain thereto.

Ex officio member of the Planning and Zoning Board. Providing administrative support including briefing board members and recording the minutes of meetings.

Attends meetings of the Joint USD 347 /City of Kinsley Recreation Commission. Preparing the agenda and record the meeting minutes. Work with the 347 Superintendent’s office on commission budget and financial matters.

Works with Edwards County Economic Development, Edwards County Chamber of Commerce and other business and civic groups in the proposal and promotion of economic development projects.

Serves as the City's risk management officer and ensures city property is continually insured in a manner to minimize loss. They also ensure the City's liability exposure is kept to a minimum.

COMMUNITY SPECIFICS

Median Household Income: $52K
Median House Value: $56K
Rural Opportunity Zone
Critical Care Access
2.9% Unemployment Rate

KINSLEY, KS  leaps-KINSLEY@lkm.org
POWERS & DUTIES

Illustrative Duties
Works with the City Attorney to draft ordinances and contracts.
Prepares the annual budget.
Attends all meetings of the City Commission, Joint Recreation Commission and Planning and Zoning Board.
Prepares the City Commission agendas and briefing information for agenda items.
Researches, reports and makes recommendation on policy matters to the City Commission.
Presents financial analyses of the city utility funds and makes recommendations regarding rate adjustments.
Works with department heads to develop specifications and contract requirements on bid and quotes for equipment and infrastructure improvements unless engineering services are contracted.
Administers hiring procedures including job description development, open position advertisement and screening of applicants.
Other related duties as directed by the City Commission.

QUALIFICATIONS & QUALITIES DESIRED

Knowledge and understanding of the principles, practices and laws of Kansas local government. Ability to conduct objective research and report on findings, both orally and in writing, in a clear and concise manner. Working knowledge of personal computers as utilized in a work environment. Three (3) years of manageent experience and a bachelor’s degree in public administration or related field preferred.

Special Requirements
Satisfactory completion of physical evaluation.
Residency within the corporate limits of Kinsley within one year of the date of hire.
Compliance with all requirements of Kansas State law which are pertinent to the position.
United States citizen.
No record of felonies or equivalent under the Uniform Code of Military Justice.

Application should be submitted by October 20.