



CITY ADMINISTRATOR

CHERRYVALE, KANSAS



THE COMMUNITY

The City of Cherryvale, Kansas, population 2,192, is a unique community with a great mix of old and new.

The city was originally incorporated in 1880 thanks in part to the Lawrence, Leavenworth & Galveston Railroad. While the name of the rail company has changed over the years (Currently the SKOL Railroad), Cherryvale remains to be a hub for the short-line rail service in the regions. Cherryvale is ideally situated for the rail system, as U.S. 169 runs through a portion of the west side of town, with U.S. 400, three miles north of town, and U.S. 160, sitting just two miles south of town.

Residents enjoy quiet neighborhoods with a small-town way of life but those wanting to get out and experience “big city” life can access four large metropolitan cities, all within a two-hour drive or less in any direction. Cherryvale is located two hours from Kansas City and Wichita, and an hour’s drive will put you in Joplin, Missouri or Tulsa, Oklahoma.

Once home to six brick factories, two large flour mills, and the Edgar Zinc Smelter plant, Cherryvale has built its reputation on being a community that works hard. With several factories within the community, as well as a new nationwide trucking company calling Cherryvale Home, the town is the perfect definition of work hard, play hard.

Cherryvale’s downtown plays host to many family owned and operated businesses ranging from a 100-year-old hardware store, insurance company and bank to new boutiques and restaurants. With this comes a population of residents fully engaged in making Cherryvale their home. The community hosts many different festivals and events that draw people from all over the area. The Cherry Blossom festival held downtown brings in more than 100-plus vendors and food trucks and fills four full city blocks with vendors, food trucks, events, and a car show. Additionally, Cherryvale boasts the largest Trunk-or-Treat event in Southeast Kansas. With 100-plus trunks decorated and lining Main Street, this one-night event pulls in more than 2,500 people and spans three city blocks.

USD 447 Cherryvale serves 750-plus students in grades K-12 and is currently a 3-A school participating in KSHSAA-sanctioned events. Higher education opportunities in the area include Independence Community College, Coffeyville Community College, Labette Community College, Neosho County Community College and Pittsburg State University.

Because of its location and amenities, growth has begun in and around Cherryvale with the addition of new businesses, including a \$375 million soybean crushing facility two miles south of town, which is nearing completion by Bartlett-Savage.



GOVERNANCE + ORGANIZATION

The City of Cherryvale operates under a Mayor-Council-Administrator form of government, with five elected officials serving on the council. The Mayor is elected at-large to a 4-year term. The remaining council members are elected to rotating 4-year terms, with two council members serving the east side of town, known as Ward 1, and the other two representing the west side of town, known as Ward 2.

All members of the council are elected at-large. The Mayor and Council are charged with appointing the City Administrator, City Clerk, Police Chief, Fire Chief, and Director of Public Works.



25

Full-Time Employees



15

Part-Time Employees



10

Seasonal Employees



52.193

Mil Levy



\$5.5 million

City Budget Authority



9.5%

Sales Tax Rate



GOVERNANCE + ORGANIZATION

The City has several major projects currently underway, with some nearing completion. One of these projects is the installation of brand new underground fiber infrastructure, with the help of KwiKom Communications.

Cherryvale will be the first municipality in Montgomery County, Kansas, to have full fiber infrastructure throughout the city. With the help of ARPA funds, the City was able to commit \$200,000 to the project.

The City also has accepted a grant from the USDA office through the RBDG program to create a Community Development Plan/Comprehensive Plan for the first time since 1979.

The City has recently closed out several improvement projects that brought much needed repairs to portions of the city and its buildings. These include a complete overhaul and new roof for the Cherryvale Library and a large-scale KDOT Cost Share project for milling and overlay of more than a dozen city streets.

In addition, the entrance to Main Street was recently widened, and a much-needed turn lane was added. This project also included the complete removal and repair of the main access road going to the industrial park. These two projects totaled represented more than \$800,000 in repairs and upgrades, costing tax payers only around \$180,000.



ABOUT THE ADMINISTRATOR'S POSITION

- As the Chief Executive Officer of the City of Cherryvale, the City Administrator is responsible for the daily administration of the City's operations and affairs. The City Administrator serves the community through the management of local government departments, projects, and programs and will represent the City at public events.
- The City Administrator is responsible for all city employees. This involves supervising all City departments, projects, and programs, as well as ensuring efficient and effective service delivery to the public.
- This position prepares the proposed budget and recommends measures for adoption by the City Council. The City Administrator must understand City finance and prioritize needs for the community, and also will be responsible for receiving and investigating complaints related to City services.
- The City Administrator will need to review the needs of the City and implement necessary measures to fulfill those needs. They also will be actively engaged in the public and be prepared to address questions regarding the status of projects and programs and must remain respectful and courteous when asked. The City Administrator should be able to actively note any issues and present possible solutions with sound fiscal recommendations.
- The City Clerk, Police Chief, Fire Chief, and Director of Public Works all report directly to the City Administrator.

OPPORTUNITIES + CHALLENGES

The City Administrator will focus on many different opportunities and challenges. These range from economic development, with the assistance of the Montgomery County Action Council (MCAC), understanding City incentives, recruiting businesses to the Industrial Park, enhancing quality of life, prioritizing infrastructure, streets, and parks.

The City Administrator also will need to invest in people and work with the City Council to build reserve funds for unforeseen events as well as large expenditures as they arise. The Administrator must stay up to date on new state laws that impact local cities.



EDUCATION + EXPERIENCE

- This position requires a bachelor's degree in business administration, public administration, political science, or related field.
- Candidates must have a 3 to 5 years of progressive administrative experience and at least 2 years supervising employees.
- Local government experience is required. Any relative combination of education, training, and experience will be considered.
- The City Administrator must reside within the city limits within six months of employment.

COMPENSATION + BENEFITS

- The City of Cherryvale offers, depending on qualifications and experience, a salary with a minimum starting pay of \$60,000.
- The City offers a full range of medical / dental / vision insurance and life insurance.
- Paid Vacation / Sick Leave / Holidays.
- 457 Plan with City match.
- The City participates in the Kansas Public Employers Retirement System (KPERs).



IDEAL CANDIDATE

The City is seeking a level-headed, consistent leader who can help create a strategic vision for the City.

The ideal candidate is an excellent communicator and is able to build relationships with the team as well as other organizations, such as the Chamber of Commerce, Young Entrepreneurs, MCAC, and USD 447. They will engage business in the community to encourage economic development and build relationships with elected leaders at all levels of government.

The ideal candidate will be able to assess new legislation and the impact it will have on the community. As a forward-thinking person, they won't be afraid to bring new ideas to the City while balancing respect for past traditions. They will make sure the City Council is well informed of items of concern happening in and around Cherryvale.

The next City Administrator needs to be able to "read the room" quickly and move in a different direction when necessary. They will be able negotiate and not be intimidated to push back on the status quo.



KEY ATTRIBUTES + CHARACTERISTICS

- Calm-natured. Remain non-partisan and non-political in their work and relationships.
- Team builder who is willing to invest in staff through education and mentorship.
- Approachable and easy to talk to with an open-door policy.
- Good listener. Someone who ensures the staff they are valued and appreciated.
- Communicates quickly, easily and resolves issues in a timely manner.
- Genuinely cares about the community and the quality of life in Cherryvale.
- Reliable decision maker with a sense of humor and commitment to family values.
- Collaborative leader, who will work well with department heads.

APPLICATION PROCESS

Prospective candidates should submit a resume, cover letter, minimum of three references, and any pertinent information such as certifications or designations to:

Cherryvale City Clerk Karen Davis
123 W. Main
Cherryvale, KS 67335
or by email at: kseifert@cherryvaleusa.com

For more information about the position please call 620-336-2776.

The City of Cherryvale is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

