

# **CITYMANAGER**

## Recruitment Profile

### Junction City, Kansas



**August 19, 2014**

**Qualified persons are invited to apply by preferred deadline of October 13, 2014.**

Please send cover letter, professional resume and salary history in **one** integrated file to:

City of Junction City  
% Recruitment Advisor  
mflentje@austinpeters.com

No on-line application on City's web site is required.

EQUAL OPPORTUNITY EMPLOYER

**More information about the City of Junction City can be found at:**

**[www.junctioncity-ks.gov](http://www.junctioncity-ks.gov)**

**For additional information, please contact:**

**Recruitment Advisor**  
Marla Flentje • 316-250-1344



The City seeks a new City Manager to contribute leadership to further its ongoing financial recovery and position the community to benefit from economic growth in the region.

Prospective City Manager candidates will find Junction City to be a place where the values of self-sufficiency and community diversity prevail, and where residents support public policies and community initiatives that enable a family-friendly lifestyle.

This profile offers candidates information about:

- the municipal organization and the community it serves;
- municipal government opportunities and challenges;
- responsibilities and qualifications for the position;
- preferred qualities for the person appointed to the position; and
- relevant recruitment information.

## I. Community Description

Located in the heart of the Flint Hills, the largest tallgrass prairie in North America, Junction City offers the ideal blend of rural and urban lifestyles. Rolling prairie vistas with beautiful lakes and streams and a small-town way of life coexist with a modern local economy, institutions of higher learning and exceptional quality of life amenities.

Population growth in this Northeast Kansas region is a positive influence on every aspect of community life. With a current population of nearly 25,000, Junction City was

recently named by the U.S. Census Bureau as part of the second fastest-growing micropolitan area (cities with population of 10,000 to 49,000) in both percentage and numbers.

The community benefits immensely from its immediate location along Interstate Highway 70 and in the metropolitan region with its approximate population of 120,000. Regional assets include a thriving economy with an unemployment rate below the national average; the active-duty U.S. Army installation of Fort Riley; the state's land-grant college, Kansas State University, as well as two community colleges; and destination federal and state parks, including nearby Milford Lake, which is the largest man-made lake in Kansas.

The history and present-day fortunes of Junction City and adjacent Fort Riley are inextricably bound. Established in the 19th century as a frontier outpost, today Fort Riley is the oldest continuously operating military installation west of the Mississippi River. As the home base of 18,000 soldiers of the "Big Red One," the U.S. Army's First Infantry Division, the Fort has a daytime population of more than 50,000.

### Economy

Jobs in health care, manufacturing, warehousing, and retail sectors form the backbone of the local economy. With its civilian workforce of 3,711, Fort Riley is the region's largest employer followed by Kansas State University.

Other major employers and their jobs include:

- USD 475 1,350
- Armor Eckrich Inc. 435
- Geary Community Hospital 413
- Walmart Super Store 400



- Footlocker Distribution Center 338
- Junction City 190
- Geary County 197

The past twelve months have seen a surge in new business, most notably Advanced Call Center Technology with its 600 new jobs. New 2013 retail businesses include Qdoba Restaurant, Great Clips Saloon, Starbucks, USAA Bank, CVS Pharmacy, Bella's Italian Restaurant, Kollhoff Pharmacy, and Ike's Restaurant. This year's new or nearly-opened businesses include a True Value Hardware expansion, Stepping Out, New York Fashion boutique, The Quilter's Yard, a new westside grocery store and nearby Ace Hardware.

Junction City has excellent transportation resources for commerce and tourism. Three exits on Interstate Highway-70 provide convenient access to any area of the community. The north/south State Highway 77 borders the western edge of the City, while the north/south route of Interstate Highway 135 is forty miles to the west. Manhattan Regional Airport, a ten-minute drive from Junction City, offers daily commercial flights to Dallas/Fort Worth and Chicago. The City's airport, Freeman Field, features a 3,500-foot asphalt runway.

Sites for new industrial development are available at two of the City's five industrial parks, one of which has fully developed infrastructure.

Junction City functions as the closest retail center for Fort Riley, which enables an extraordinary array of options for shopping and purchase of commercial services. The City's historic downtown, with its native limestone buildings, is a thriving retail center. In the past few years a second concentration of retail services, anchored by the Geary County Convention Center and adjacent Courtyard by Marriott Hotel, has developed along Chestnut Street near downtown.

The outstanding outdoor recreation amenities offered by nearby Milford Lake, coupled with a rich array of museums and historic sites in Junction City and adjacent Fort Riley, attract thousands of tourists each year and give further vitality to the local economy.

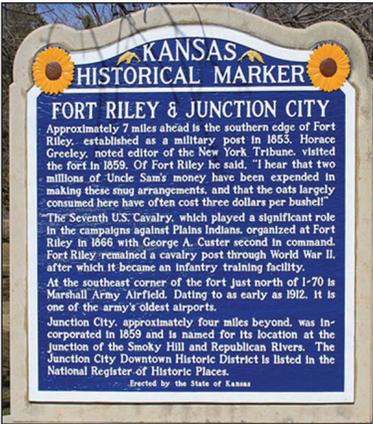
The construction of the National Bio and Agro-Defense Facility (federal Homeland Security research facility that will replace the aging Plum Island Animal Disease Center in New York) on the campus of Kansas State University is widely anticipated to boost the region's competitiveness for attracting new bioscience industries.

### Education

The community offers a multitude of high-quality learning opportunities for all ages.

The Geary County School District (U.S.D. 475) provides pre-K through grade 12 instruction at 18 attendance centers. The District has been recognized by the State of Kansas as a top ten school district, with international recognition designated for Ware Elementary School at Fort Riley. In 2011, seven schools were designated as Blue Ribbon schools of excellence, and the District earned 99 Kansas Standards of Excellence. Junction City High School is a national





model high school, defined by the organizing principle of smaller learning communities. A private school, St. Xavier High School, provides K-12 education.

Cloud and Barton County Community Colleges offer vocational and academic instruction at sites in Junction City. Nearby Kansas State University, with its student enrollment of nearly 24,000, offers over 250 degree programs and is recognized by Princeton Review as one of America's best colleges.

### **Parks, Recreation and Cultural Amenities**

The Junction City region is a magnet for outdoor enthusiasts, a status confirmed by *Outdoor Life Magazine* which named Junction City as one of the "Top 200 Towns in the Country for Anglers and Hunters." An astonishing 20 lakes can be found within a 70-mile radius. Two federal reservoirs are nearby, the closest being Milford Lake, the largest lake in the state of Kansas, which draws an estimated 550,000 visitors each year. Tuttle Creek Lake is within a thirty-minute drive. Both offer abundant boating, skiing, fishing, camping, swimming, hiking and hunting opportunities.

The area is a treasure for nature lovers. The 18,000 acres of public land around Milford Reservoir are managed to protect diverse wildlife habitats. The Milford Nature Center and Fish Hatchery is a draw for children and adults of all ages. The region, with its dozens of miles of trails, is well known to hiking and biking enthusiasts. The Konza Prairie Biological Station, an 8,600-acre preserve, features a nature trail across virgin tallgrass prairie and limestone-capped hills.

The community offers over 18 parks of varying sizes with green spaces, mature trees and facilities for picnicking, hiking and fishing, as well as modern playgrounds for children. Competitive youth sports are a popular feature

of community life, and the City offers modern baseball, softball and soccer fields for all ages. Historic Heritage Park is Junction City's signature icon with its water fountain, bandstand and 1898 Civil War Memorial Arch celebrating the community's past.

Within the region, golf enthusiasts can choose from among 25 golf courses. Notable among area courses is Rolling Meadows Golf Course, rated 4 1/2 Stars by *Golf Digest* as one of the top places to play golf in Kansas.

The City Recreation Department provides services and facilities for all ages, with its most prominent facility the Municipal Swimming Pool, a 50-meter, Olympic-size pool. The complex features a wading pool, 28-foot triple slide and playground with water cannons, jets and geysers.

### **Cultural Amenities**

Junction City's rich history yields in a wealth of historic sites and museums. The centerpiece of community's cultural history is the Geary County Historical Museum, housed in a striking, three-story native limestone building. The museum chronicles the history of Junction City from its 1850s origins. Other notable museums and historic sites in the City and nearby Fort Riley include the U.S. Cavalry Museum, Custer House, Buffalo Soldier Memorial, First Territorial Capitol of Kansas, First Infantry Division Museum and Spring Valley Historic Site.

The Junction City Arts Council enriches the community with opportunities for artistic expression, learning and enjoyment. Year-round live theater and musical performances are staged at the grand Hoover Opera House, located in an historic downtown building recently renovated with an \$8 million public/private investment. The Junction City Art Gallery features the works of local and regional artists, and provides workshop space for art programs.



### Health Care

Residents in Junction City enjoy high quality health care choices with respect to general and specialty physicians, dentists, optometrists, therapists and pharmacies. Geary Community Hospital, a 92-bed nonprofit hospital, recently completed a \$34 million expansion project, more than doubling its space to convert all patient rooms from semi-private to private, and added a state-of-the-art surgery center and radiology department. Over 50 general and specialty-practice physicians are affiliated with the hospital. Military residents also have access to the Irwin Army Community Hospital at Fort Riley.

### Other Features of Community Life

Annual festivities that bring residents together for fun and celebration include:

- Sundown Salute – the largest free Independence Day celebration in Kansas with a carnival, local and regional music, car show and fireworks.
- Holiday Kick-Off Christmas Parade
- Blues and Barbecue Festival
- Juneteenth Commemoration
- National Bi-Plane Fly In
- Run for the Wall
- Governor’s Freedom Rally

The United Way is one of many nonprofit organizations that contribute to community life through charitable giving. Each year the United Way raises money and recruits volunteers to support 13 community organizations ranging from Big Brothers/Big Sisters, YMCA, Open Door, Special Olympics, Red Cross, Girl Scouts and Catholic Charities.

Junction City has over 30 churches of diverse denominations. Numerous civic organizations enrich community life including the Chamber of Commerce; Kiwanis, Optimist and

Lions Clubs; two Rotary Clubs; Young Professionals; Junior League of the Flint Hills; and Junction City Boosters.

The Daily Union, with its print and on-line editions, keeps residents informed on community and local government matters. Regional papers available locally include the *Manhattan Mercury*, *Topeka Capital Journal*, *Salina Journal* and *Fort Riley Post*. Five radio stations serve the community.

## II. Organization Description

Junction City is governed by a five-member City Commission that annually selects a Commissioner to serve as Mayor. Commissioners are elected at-large, and term length is determined by the vote count. Three Commission seats are up for a vote every two years; the two candidates who receive the largest number of votes serve four-year terms, and the third-place candidate serves a two-year term. Two new Commissioners were elected for the first time in April, 2013. Two Commissioners are serving in their first four-year term; one Commissioner is serving his second two-year term.



The City has operated under a Commission/Manager form of government since 1946; seven City Managers have served the community over the past 30 years. The current Interim City Manager does not intend to apply for the position.

Municipal services include:

- Police and Dispatch Center
- Fire and Emergency Medical Services
- Street Maintenance
- Wastewater, Stormwater, and Water Production and Distribution
- Planning and Zoning
- Building and Environmental Code Inspection and Enforcement
- Parks and Recreation including Community Center, Swimming Pool, Skating Rink, Golf Course
- Airport
- Engineering
- Municipal Court
- Human Resources
- Information Technology
- Opera House
- Solid Waste and Storm Water Utilities
- Administration

Five departments administer municipal services:

- Police and Dispatch Center
- Fire/Emergency Medical Services
- Public Works (Engineering, Code Enforcement, Street Maintenance, Solid Waste, Water, Wastewater)
- Parks/Recreation
- Administration (Management, Human Resources, IT, Court and Finance)

Economic development services are provided by the Economic Development Commission, an independent nonprofit entity jointly funded by the City of Junction City and Geary County. The Commission operates under the jurisdiction of the Geary County/Junction City Area Chamber of Commerce. The Board is appointed by the City Commission, Geary County Commission and Chamber Board of Directors.

The City contracts with a private firm, Veolia North America, Inc., for water and wastewater treatment services; the contract term extends to 2018.

Citizens benefit from City/County cooperation in the joint delivery of many services including: ambulance, police

dispatch, and planning and zoning. In the case of planning, the County funds two department positions, and the City provides administrative offices and support.

The City participates with regional partners in formal organizations that include the Military Affairs Council, Metropolitan Planning Organization, Flint Hills Regional Council and the newly-created Government Support Partnership with Fort Riley. The City partners with local entities in supplying water to several jurisdictions and cooperates regionally in economic development initiatives and operation of an animal shelter.

City government has staged an impressive recovery from significant expenditures associated with the combined forces of anticipated Fort Riley growth, a housing shortage, the 2008 recession and finally, collapse of the housing market. During a three-year period the City's debt load for infrastructure development increased by more than tenfold, ultimately leaving the City unable to meet financial obligations. In response, a new City Commission led an extensive public engagement process that built community consensus for a debt payment plan requiring tough measures to reduce spending and raise taxes.

By the beginning of 2013, the City achieved fiscal stability and committed to a long-term road map to reduce its debt. This status is affirmed by Standard and Poor's, which has assigned "an A+ with a stable outlook" rating to the City's general obligation debt. While present spending is still constrained, normal operations have resumed in 2014 as a result of shared sacrifice and a healthy regional economy.

The City's annual general fund budget (2013) is \$17,156,190; all City funds, including water and wastewater, total \$47,543,388. Total sales tax rate is 9.40 percent, which in





In addition to a 6.15 percent state tax and 1.254 percent County tax, includes the City’s one percent tax dedicated to debt reduction and one percent dedicated to the General Fund.

The City’s 2013 assessed valuation was \$173,010,180, an increase of 0.6 percent and 1.2 percent increases over previous years.

Total indebtedness based on 2015 budget is \$143,155,485, which calculates to approximately \$5,545 per capita. In the current year, 52 percent of the City’s mill levy is dedicated to debt reduction.

The City workforce is comprised of 190 full-time employees. Employee benefits include group health insurance provided through Coventry Preferred Health Systems. The plan includes a prescription drug card. Employees are eligible for insurance benefits on the first day of the month following their start date. Employee contributions toward health insurance premiums for each of the 24 pay periods per year are as follows:

	\$1,500 Deduct PPO	\$3,000 Deduct PPO
Employee only:	\$44.06	\$36.22
Employee/spouse:	\$296.75	\$212.58
Employee/child:	\$253.84	\$177.31
Family:	\$500.78	\$380.30

Dental insurance coverage is provided by Delta Dental of Kansas. Premiums for individual employee coverage are paid in full by the City; employees pay \$11.09 each pay period for family dental coverage.

The City provides AD & D and life insurance coverage for all employees. Additional life and disability insurance are available to employees who are responsible for full premium payment.

The City provides ten paid holidays for all full-time employees. Vacation and sick leave are combined into a PTO (Paid Time Off) pool and accrue for full-time employees according to length of employment as follows:

Years of Service	Time Accrued	Maximum Annual Accrual
0 – five years	8 hrs. bi-weekly	288 hours
6 – 10 years	9 hrs. bi-weekly	324 hours
11 - 15 years	10 hrs. bi-weekly	360 hours
16 - 20 years	11 hrs. bi-weekly	396 hours

Upon hire, employees are eligible for retirement benefits through the Kansas Public Employees Retirement System (KPRS). Currently the state mandates employees contribute six percent of their gross earnings; employers’ contribution is 7.94 percent. Employees are vested after five years of service. Employer contributions remain with the retirement system and go toward the cost of life insurance, long-term disability insurance, and death and retirement benefits.

### III. Immediate Opportunities and Challenges

The most immediate projects and issues that likely will require the attention and resourcefulness of the next City Manager are:

#### **Providing leadership to continue financial recovery.**

The City Commission will rely on the Manager for advice on adjustments to its payment schedule that can accelerate debt reduction and maintain the City’s good credit rating. Ideas from the new Manager on ways to capture greater efficiencies in City services also will be invited.

#### **Preparing for business and industrial growth.**

Construction of the National Bio and Agro-Defense Facility on the nearby campus of Kansas State University is widely expected to attract new bio-science industries to

the region over the next five years. The City will look to the next Manager for advice on economic development incentives and policies that best position the City to compete for new industries in Bio-science and other business sectors.

**Restoring capital budgeting for facilities and equipment.**

Due to the financial crisis precipitated four years ago, City leaders were forced to defer facility maintenance, and the purchase of replacement vehicles. The new Manager will be responsible for conducting an inventory of priority facility and equipment capital needs, and recommend a CIP budget to reduce the backlog of needs and restore more stable capital planning for the future.

**Planning and financing street improvements.** As City revenues stabilize and continue to increase, the City Commission will seek expertise from the Manager to prioritize and finance maintenance and enhancements to City streets.

**Providing advice for land use and annexation.** The City has recently hired a consultant to assist in development of a new Comprehensive Plan. Once a new plan is adopted, the Manager will have an important role in advising Commissioners on its implementation. More immediately, the Commission will seek the Manager’s recommendations on shoring up the City’s boundaries with an annexation schedule that assures effective delivery of services to newly-annexed areas.

**Development of a Strategic Plan.** With return of financial stability, the Commission recognizes its responsibility to establish direction for the City over the next several years. The Board will look to the next Manager for leadership to help identify and analyze options, and facilitate agreement on the policy priorities for a new Strategic Plan.

## IV. Powers and Duties of City Manager

As authorized by ordinance, the City Manager is the Chief Administrative Officer for the City of Junction City and works under the guidance and direction of the City Commission. The City Manager is responsible for the efficient, effective, ethical and responsive administration of City services and programs. Duties are as follows:

- Assures enforcement of all laws and ordinances.
- Serves as the chief administrative officer for the entire municipal organization.
- Responsible for the merit-based appointment, promotion, transfer, discipline and removal of all City employees.
- Directly supervises all City department directors.

- Annually evaluates the performance of department directors and assures annual performance evaluations are administered for all other City employees.
- Prepares and submits annual and capital budgets for City Commission adoption, and monitors and reports to governing body on budget implementation.
- Advises Mayor and City Commission of financial condition and other needs of City.
- Approves expenditures up to \$10,000 for supplies or equipment, and up to \$25,000 for professional services.
- Conducts research and makes recommendations on public policy to the City Commission and prepares information needed for its decision making.
- Attends all meetings of the City Commission.
- Investigates the conduct of individual employees or City departments as necessary.
- Responds to citizen inquiries, requests and complaints.
- Receives all inquiries, complaints or requests for information from governing body members about City services and employees, and delegates to subordinate employees as needed.
- Performs other duties as assigned by the City Commission.

An additional expectation of the City Manager is that he or she will establish residency within the City limits of Junction City no later than three months after assuming the position.

## V. Qualifications for the Position

**Minimum qualifications:** 1) five years experience as a local government manager or assistant manager; 2) bachelors degree in public or business administration, or related field from an accredited university; 3) record of community involvement; 4) evidence of a stable, progressive career; and 5) unblemished record of ethical conduct.



**Preferred qualifications:** 1) eight years experience as a local government manager or assistant manager; 2) masters degree in public administration from an accredited university; 3) record of success in resolving public finance challenges; 4) expertise in business and industrial development; 5) experience with a community/military base relationship; and 6) designation as an ICMA (International City and County Management ) Credentialed Manager.

## VI. Qualities Desired in the City Manager

**Exceptional communication skills.** The next Manager will need the ability to listen well, communicate City interests, interpret complex information and explain decisions to diverse stakeholders, including the media. Effective communication in Junction City relies extensively on face-to-face communication, and the Manager must invest the time necessary for this means of interaction. Evidence of excellent writing and presentation skills for the Commission and public audiences also is essential. He or she must assure that the City’s web-site remains accurate and relevant.

**Expertise in public policy and public management.** Providing administrative leadership for a City organization is a multifaceted business requiring specialized knowledge and practices. The Commission anticipates the Manager will provide education on local issues and skilled analysis of options for addressing them. Commissioners will seek guidance on creative ways to further reduce administrative costs without sacrificing service quality. A new Manager in Junction City will need seasoned experience in public finance and budgeting, including debt management.

**Skill in building community relationships and facilitating community engagement.** Citizens in Junction City expect the Manager to be approachable and visible in the community, and responsive to their interests. The best candidates for the position will have a track record of community volunteerism. The next Manager should demonstrate strong interpersonal skills in interacting with a culturally-diverse citizenry. The Commission wishes to continue citizen participation practices initiated in the past few years, such as Town Hall meetings, and create new avenues for community participation in City decision making.

**Diplomatic skills for enhancing community partnerships.** Recent history in Junction City is marked by collaborative leadership that has reached across organizational boundaries for the greater good. The cooperation between the City, Geary County and

the Chamber of Commerce to co-locate offices of the Economic Development Commission, Convention and Tourism Services and the Chamber is a striking example of this exceptional cooperation. The next Manager will have an important role in nurturing the City’s current community and regional partnerships, and seeking new avenues for governmental and cross-sector cooperation.

## VII. Parameters of Compensation

The City Commission will provide a base salary, benefits specific to the position, and an employment agreement competitive with similar Kansas cities and commensurate with the experience and education of its preferred candidate. The base salary of the most recent City Manager was \$110,000.

The City provides employee benefits that include group health insurance through Coventry Preferred Health Systems and retirement benefits through the Kansas Public Employees Retirement System. Deferred compensation, automobile and technology allowances, support for professional development and memberships may be negotiated as part of total compensation. Other benefits include life insurance, paid vacation, and holiday and sick leave.

## VIII. Estimated Recruitment Timetable

September 1:	Approval of City Manager Recruitment Profile
September 15:	Placement of position announcement ads
October 13:	Preferred deadline for resume submission
November 1:	Receive Candidate Screening Report recommending finalists for position
November 1:	Invite finalist candidates for interview
November 17: (week of)	Interview finalists and receive reference interview reports.
November 25: (week of)	Select preferred candidate and extend conditional employment offer
December 1:	Complete formal background checks for preferred candidate
January 5:	New Manager begins work (or as soon as possible thereafter)

Recruitment Profile prepared at direction of the City Commission of Junction City by The Austin Peters Group, Inc.

*Photographs courtesy of Geary County Convention and Visitors Bureau.*