



INVITING APPLICATIONS FOR THE POSITION OF

City Administrator



City Profile

The City of Chillicothe is the county seat and largest city in Livingston County, in North Central Missouri. Chillicothe is located in Missouri's Green Hills region, and straddles a major transportation junction: the intersection of US Highways 36 & 65. The city was incorporated in 1837, and is one of only seven "special charter" cities in Missouri (*cities with charters granted directly by the Missouri General Assembly before direct charters ended as a result of state constitutional changes in 1875*).

The population of Chillicothe was over 9,100 at the 2020 census. The city's municipal government is bifurcated into utilities managed by a separate Chillicothe Municipal Utilities (CMU) Board, with all other municipal services under the city of Chillicothe. The non-utility budget is \$19.5 million annually. The non-utility municipal workforce is 75 full-time and 95 part-time and seasonal employees. The total community labor force includes approximately 3600 Chillicothe residents, and nearly twice this number are employed in the Chillicothe US Census Bureau micro region, living within an hour's drive of Chillicothe. In addition to sales, education and administrative jobs, Chillicothe's largest employers include: the Missouri Department of Corrections, Donaldson Company, Toppan (*plastic products*), Hedrick Medical Center, Midwest Quality Glove & Gear, WireCo, along with several other small manufacturers such as tool & die companies, specialty storage, and niche fabricators.

Although Chillicothe serves as a regional hub, it still has a small-town feel that community leaders have nurtured over the years, with a vibrant and attractive downtown, an active tourism sector, attractive parks, and all with a semi-rural atmosphere where everyone is friendly and willing to help each other out. Chillicothe citizens are proud of their accomplishments and local history. The town is known as the "home of sliced bread" owing to the entrepreneurial and innovative efforts of a local business almost a century ago.



More About Living & Working in Chillicothe

Chillicothe, Missouri is just over an hour's drive from St. Joseph, Missouri and the northern suburbs of Kansas City. Because of its rural location, it enjoys a lower cost of living and slower pace of life. There are numerous outdoor recreation opportunities in the region, and the community is friendly and embracing of outsiders—including those from different cultures.



City Administrator

The city of Chillicothe is at a key juncture in its history and growth as a professionally managed community. Although the city has had a city administrator for many years, the City Council is currently seeking to strengthen this position by recruiting a new administrator with broad general government experience who can guide and direct the improvement and development of Chillicothe into the future, not just the municipal organization, but the entire community.

The city seeks an energetic administrator who can proactively advance the City Council's goals and objectives inside and outside City Hall. The best fit will be a professional municipal administrator who is an independent thinker and creative problem-solver, someone who can keep all the components of a complex community moving in the same direction. This will require good communication and motivational skills, but the Mayor & City Council also hope to select a leader with local government budgeting and human resource experience so that the municipal organization can be more efficient, and responsive to the needs of citizens and service partners.

The current governing body is supportive of the administrator form of local government, and will allow the selected candidate to lead through consensus building, strengthening internal and external teams, and adopting business-minded strategies.

This Opportunity

The new city administrator will become a key member of the city's and the community's leadership team. Because the city takes the lead on many initiatives and programs, even when they are not under the direct control or in the normal ambit of municipal service delivery, the new administrator will immediately assume a visible leadership role in the city. So, the position will require an individual who is prepared to fully immerse themselves in the daily life of Chillicothe.

The major duties of the city administrator include:

- Implementing the policies and directives of the Mayor & City Council.
- Acting as a local government generalist, able to envision adaptations of the city's organization to meet new challenges while incorporating changing governing body directives.
- Coordinating all non-utility service delivery functions, organizational improvements, and developing new and revised administrative procedures for all departments.
- Interfacing with the media on behalf of the city to inform the general public about city services, policies and issues, and to advance the positions of the council.
- Ensuring smooth internal operation of city departments, special initiatives, and management of labor relations and human resource issues.
- Monitoring performance measurement and management systems, and recommending ways to improve the municipal organization based on performance outcome data.
- Working alongside the City Auditor, the administrator will coordinate the preparation of the annual budget and capital improvement plan updates for City Council adoption, and serve as the city's budget officer.
- Meeting with developers and retailers considering projects in Chillicothe; shepherding development proposals from initial idea to final approval.
- Although the city administrator is accountable to the City Council, he/she is expected to be a visible leader in the community, setting professional standards for honesty and integrity in governance that guide public decision-making, both inside and outside the city organization.



Education & Experience

The ideal candidate should have:

- An undergraduate degree in business, government, public administration or a related field and several years of local government management experience (*preference may be given to candidates with a Masters in Public Administration*).
- Demonstrated background in developing innovative and creative approaches to the operation of local government, and to problem-solving in the public sector.
- Thorough knowledge of local economic development strategies and practices, local government laws, government operations and labor relations.
- Strong command of written and spoken English, and the ability to communicate effectively in a variety of circumstances and settings.
- Demonstrated skills in developing and writing governmental policy, researching different public policy options and proposals, and evaluating policy effectiveness.
- Some background in governmental fund accounting and budgeting.
- Willingness to make a medium or long-term commitment to public service with the city of Chillicothe, and provide consistent leadership in the community.
- Able to coach, counsel, guide and mentor key staff members, as well as establish and maintain productive and positive working relationships.
- Experience in writing, obtaining and managing grants.

Salary & Benefits

The salary and benefits package will be based on the background and experience brought to the city by the selected candidate. The City Council anticipates that base salary will begin in the \$140s, and could start higher for a candidate exceeding the minimum requirements.

The city also offers a generous benefits package to its full-time employees, including a LAGERS pension, comprehensive group health insurance, and other benefits including paid time off, life insurance, city payment of professional dues, moving expense reimbursement and severance (*to be negotiated*).



HOW TO APPLY

Interested candidates should submit a resume, cover letter and at least two professional references by **October 15, 2026** to Interim Solutions, attention Jeff Hancock, at jjhancock@interimsolutionsllc.com.

The extended position profile can be viewed at www.interimsolutionsllc.com. For additional information about this executive opportunity and the selection process, contact Jeff Hancock at 573-932-1868.