

C E N T R A L I A , M I S S O U R I

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# **CITY ADMINISTRATOR**

## **RECRUITMENT PACKAGE**

**APPLICATION DEADLINE:** August 8, 2022 at 4:00 p.m.

**APPLICATION REVIEW:** Ongoing

**INTERVIEWS TO BEGIN:** August 9, 2022

The City of Centralia is an Equal  
Opportunity Employer

[www.centraliamo.org](http://www.centraliamo.org)







Located in central Missouri, the City of Centralia seeks a progressive, self-starter to fill the position of City Administrator. This person will lead the City through collaboration with multiple departments, provide sound financial advice to the Mayor and Board of Aldermen, and serves in multiple roles as the City's Risk Manager, Planning Director, and Economic Development Director.

The City's current budget from all funds for FY2022-23 is \$17.9M, with several large capital projects in progress and planned for the future.

Reporting directly to the Mayor & Board of Aldermen, the City Administrator oversees day-to-day operations of the city, advises staff, Board of Aldermen, and the various Committees regarding projects.

The City offers a safe place to work and live, and Centralia's community possesses a supportive spirit that will help make it easy for the next City Administrator to become fully involved and ingrained into the community.

Apply by sending a cover letter, resume, and qualifications to  
 Tara Strain, City Clerk via email to [tara@centraliamo.org](mailto:tara@centraliamo.org)  
 or by mail or in person to  
 Centralia City Hall, 114 S. Rollins, Centralia, MO 65240.



## ***Minimum Qualifications***



*Any combination of education, training, and direct experience providing for the following knowledge, skills, and abilities may be considered*

### **Education and Experience:**

Bachelor's Degree from an accredited university or college with major course work in Public Administration, Planning, Engineering, or similar field; Master's Degree an accredited university or college in Public Administration, Business Administration, or related field (preferred); a combination of education and experience will be considered.

Minimum of five years upper management level supervisory experience preferably in a public works and/or public utilities setting.

Valid Missouri Driver's license, Class F or above, and a good driving record.

### **Necessary Knowledge, Skills, and Abilities:**

Comprehensive knowledge of capital project management responsibilities.

Ensure compliance with all federal, state, and city regulations.

Knowledge of public works and utilities project planning, development, and construction.

Must demonstrate a superior work ethic.

Ability to delegate and distribute personnel, and to review the work of various operating divisions.

Ability to meet and work with contractors, engineering firms, suppliers, and the general public.

Demonstrated ability to express ideas clearly and concisely through written and oral communications. Demonstrated ability to operate required equipment.

Demonstrated ability to understand and accurately follow oral and written instructions.

Excellent work history and attendance record.

Must be highly engaged in the City's goals and be able to work cooperatively with City officials, employees, and officials of other governmental bodies

Possess strong analytical and logical problem-solving skills, strong interpersonal communication and relational skills, good organizational and project management skills, sound judgment, initiative, flexibility, and be detail oriented.

Must be able to pass a background investigation and drug and alcohol screenings.

Ability to lift at least 20 pounds.



# ***Essential Duties***

**Note:** This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

**Property:** The City Administrator shall have the power and control of, and the responsibility for, all real estate and personal property of the City. He shall have responsibility for all inventories of such property, and for the upkeep of all such property. Such personal property may be sold by the City Administrator only with the written approval of the respective committee having jurisdiction thereof. Such real estate may be sold only with the approval of the Board of Aldermen by resolution or ordinance.

**Personnel :**The City Administrator shall have complete control and responsibility over all personnel of the light department, water and sewer department and street department, he shall have the right to hire, direct, suspend and discharge all such personnel unless otherwise restricted by this Code or other ordinance. The City Administrator, together with a joint meeting of the committee of the three (3) said departments of the City, may classify employees and establish, raise and lower wages and salaries, and the joint committee may establish maximum and minimum wages and salaries for classification and may authorize the City Administrator to set wages and salaries within the established limits; however, such classification, establishments and raising and lowering of wages and salaries, shall not be effective until they have been approved by the Board of Aldermen. The City Administrator shall delegate such work to other employees as necessary, but he alone remains responsible. In employing personnel, the City Administrator shall give preference to the citizens of the City.

**Purchases:** The City Administrator shall have the duty and power of purchasing and ordering all items for and in behalf of the City; provided that the City Administrator shall not have the duty and power to purchase for the Park Board of Directors or the Library Board of Trustees, except where such purchases are to be paid out of funds other than those from taxes levied especially for the City parks or for the Municipal Library District. No employee or agent of the City shall purchase or order any item, without either the written approval of the City Administrator or according to a written purchasing policy approved by the City Administrator.

**Contracts:** The City Administrator shall have the power to enter into contracts in behalf of the City, subject however to the restrictions heretofore set forth in Subsections (A) and (C) of this Section, and further subject to the restriction that no contract shall be entered into obligating the City for more than six (6) months without the written approval of the respective committees, or for more than one (1) year without the approval of the majority of the Board of Aldermen.

**Rules and Regulations:** The City Administrator shall have the duty and responsibility, within a reasonable time, to make and enforce rules and regulations governing the relation of the three (3) said departments with the departments' customers or beneficiaries, with the departments' sources of supplies, with the other departments and agencies of the City, and with the general public; and rules and regulations governing the employees of the departments.

**Reports:** The City Administrator shall make to the Board of Aldermen such reports as the Board or the various standing committees shall direct. The reports shall include all recommendations to the Board of Aldermen on which action by the Board of Aldermen is desired.

**Budget Officer:** The City Administrator shall be designated the Budget Officer for the City.

**City Traffic Engineer.** Pursuant to Section 300.060, RSMo., of the Model Traffic Ordinance, the City Administrator shall be designated the City Traffic Engineer and shall so serve and exercise the duties and powers of that office.

**Establishment of Departmental Policies:** The City Administrator shall confer with standing committees as to the management and policies of the respective departments. The committees shall examine the reports of the City Administrator pertaining to their jurisdiction and shall join in the report if they are in full agreement. If they, or any one of them, are not in agreement with the City Administrator, they shall render a separate report. The committees, as to their respective departments, shall have the power to authorize the City Administrator to make purchases and enter into contracts as hereinafter set forth in this Article. In the event that there is any matter requiring joint action, or if there is a disagreement as to jurisdiction, or conflict between the jurisdictions, the City Administrator may request a meeting of the Board of Aldermen for the settlement of the conflict.







### ***Other Duties & Responsibilities:***

The City Administrator or a person designated by him/her is responsible for, but not limited to:

- Recommending personnel and pay policies to the Board of Aldermen.
- Hiring those employees whose selections are not elsewhere specified.
- Assuring equal employment opportunities.
- Maintaining records of all employees employed by the City.
- Fostering and developing programs for the improvement of employee effectiveness.
- Maintaining an updated classification plan.
- Approving all major personnel actions in the street, light, and water and sewer departments and make recommendations concerning such actions for other City employees.
- Overseeing the administration of all employee agreements.
- Assuring the operation of an equitable grievance procedure.

### ***Physical Requirements***

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, and telephones.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

### ***Residency and Age Requirements***

- Residency must be within a 20-minute response time of Centralia City Hall
- Must be at least 21 years of age

### ***Judgment and Situational Reasoning Ability***

- Knowledge of the principles and practices of public administration, including budgeting, program planning/development, project management, and employee training and supervision.
- Knowledge of public works and municipal utility operations.
- Knowledge of management principles as related to overseeing a diverse department.
- Knowledge of Centralia City Code.

### ***Environmental Adaptability***

- Skill in managing multi projects and tasks concurrently.
- Skill in interpreting complex project engineering designs, drawings, plans, and regulations.
- Skill in evaluating complex public engineering designs, drawings, and plans to ensure compliance with established project specifications and engineering standards.
- Skill in planning, organizing, actuating, directing and control of a municipal program.

### ***Peripheral Duties***

- Serves as a member of various staff committees as assigned.
- Participates in department head group activities.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of public works.

### ***Appointment***

The City Administrator will be appointed by the Mayor with the approval of a majority of the members of the Board of Aldermen. The City Administrator may be terminated from his or her position by a majority of the members of the Board of Aldermen. The salary of the person occupying said position shall be fixed by ordinance.

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## ***Compensation and Benefits***

The Mayor and Board of Aldermen are committed to providing a base salary and benefits package competitive with similar size cities in the region and commensurate with experience and education. The salary range for this position is \$72,000 to \$85,000, depending on qualifications and experience. The City provides an excellent benefits package including, but not limited to:

**RETIREMENT:** Defined benefit retirement plan with Missouri LAGERS (Local Area Government Employee Retirement System). Our benefit program L-7, non-contributory with Rule of 80, includes a vesting period of 5 years with age eligibility for commissioned officers at age 55.

**PAID HOLIDAYS:** 10 paid holidays and two personal "floating" holidays per year with possible additional vacation time with the Wellness Incentive Program

**VACATION:** Accrual of 120 hours annual with incremental increases based on years of service, with maximum accrual of 240 hours.

**SICK LEAVE:** Accrual of 64 hours annually, to maximum accrual of 800 hours.

**HEALTH INSURANCE:** City of Centralia employees and dependents are provided health coverage through Missouri Intergovernmental Risk Management Association Health (MIRMA Health). 100% City-funded for employees and the employee's dependent child(ren). 50% City-funded for employee's spouse if coverage is not offered by spouse's own employer.

**HEALTH SAVINGS ACCOUNT:** Employees may choose a high deductible health insurance plan and receive a monthly benefit deposited into their health savings account.

**DENTAL/VISION INSURANCE:** City of Centralia employees and families are provided dental and vision insurance through United Health Care that is 100% City-funded.

**LIFE AND ACCIDENTAL DEATH:** 100% City-funded life and accidental death and dismemberment insurance.



**VOLUNTARY INSURANCES:** Optional voluntary ancillary insurances including short-term disability, vision, cancer, life, and accident offered via payroll deduction.

**RETIREMENT PLAN ADVISORS:** Access to independent investment / retirement financial planning advisors.

**EMPLOYEE ASSISTANCE:** 100% City-funded comprehensive Employee Assistance Program.

**OTHER ANCILLARY BENEFITS:** Access to City-owned gun range, counseling services, and contracted use of an approved department vehicle.

### **APPLICATION PROCESS**

Applications and supporting documents are accepted the following ways:

- **Online:** City of Centralia Employment Application ([jotform.com](http://jotform.com))
- **Email:** [tara@centraliamo.org](mailto:tara@centraliamo.org)
- **Mail:** City of Centralia  
114 S. Rollins Street  
Centralia, MO 65240

**Deadline for application submission is August 8, 2022**



### **Centralia, Missouri**

Prospective candidates will find Centralia to have a diverse blend of qualities that define our great community, with a population of 4,500 during the 2020 census.

Centralia is a vibrant and growing community located in Central Missouri in northeast Boone County, about 20 miles from Columbia. The town has a small town feel with quaint shops, local businesses, excellent school system, and immaculate parks. Local civic organizations are very active and engaged in our community, and the City's prospects present both exciting challenges and incredible opportunities for a City Administrator.



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#### **Government:**

The City of Centralia operates as a fourth class city and has since its incorporation in 1867. The City is served by a Mayor and a six-member Board of Aldermen. Two Aldermen are elected from each of the City's three wards and the Mayor is elected at-large. The Mayor presides over meetings of the Board of Aldermen. The City Administrator is appointed by the Mayor with consent of the Board of Aldermen as the chief administrative officer of the City. The Board of Aldermen set policy for the City and the City Administrator is responsible for administering this policy in the day-to-day activities of City operations.

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# ***Our History***

## **Early Centralia**

In 1853, North Missouri Railroad surveyors staked a line from St. Louis to Hudson City, later to be called Macon. Where the staked right-of-way crossed the old stage road of the Paris and Jefferson City Road, three men planned a town. These men – Middleton G. Singleton, Thomas January, and Hon. James S. Rollins – bought the land in May 1857, and laid out the first plat. Centralia derives its name from its midway position between the railroad's terminals of St. Louis and Ottumwa, Iowa.

Late in the fall of 1857, the first house was built. (The plat was not officially recorded until February 19, 1875 – after the Town of Centralia was incorporated on March 13, 1867.) The second building was a hotel, followed by a blacksmith shop, then more houses. By the end of the second year, Centralia had 25 dwellings, two stores, and a saloon. Then the railroad came to town and with it a post office.



The City served as a junction for railroad passengers transferring from the main lines to the spur railroad to Columbia. Thousands of college students regularly changed trains in Centralia on their journeys to and from the University of Missouri, Christian College, and Stephens College. The Norfolk and Western Railway (now Norfolk Southern Railroad) determined in the mid-1980s that it would abandon its spur to Columbia. To preserve access to coal for its electric power plant, the City of Columbia purchased the tracks and now operates the Columbia Terminal Railroad (COLT). COLT's switching of freight cars occurs in Centralia and a Trans-load center has been built in northern Columbia.

Fifty years after the first house was built in Centralia, the A. B. Chance Company was founded by its namesake (Albert Bishop Chance) in 1907. The subsequent 111 years of Centralia history was closely tied to the success of this business, that was the largest employer in Boone County for many years and remains the largest manufacturer in Boone County.



## ***Our History - continued***

### **A.B. Chance Company**

A.B. Chance invented the first helical anchor for utility poles, the Never Creep Anchor, and that became the start of the company's success. By World War II, Chance Co. was manufacturing a wide variety of items used by the electric utility industry. Chance Co. required that its managers, engineers, and white-collar employees lived in the Centralia zip code. These employees were the civic, cultural, and religious leaders of the City. Centralia grew an economic base which would have otherwise dissipated to Columbia, Mexico, and Moberly.

Chance Company passed from father (A.B. Chance) to son F. Gano Chance in 1939. During the next 21 years with Gano Chance at the helm, Chance Co. built four additional factories in the U.S. A.B. Chance Co. developed an international reputation for quality and during the tenure of Gano Chance the company developed a very productive Research and Development operation in Centralia. The company remained locally owned and operated until it was sold to Emerson Electric in 1975. By this point A. B. Chance Co. had operations in several other countries and had exceeded \$100 million in sales. In 1987, then President Leif Lomo helped orchestrate a leveraged buyout that returned the company to private ownership with local control.

The company grew to 1,200 employees locally. Although some estimates say the peak employment, prior to the Emerson Electric purchase was as high as 1,600, this was the peak level of employment post 1975. Then in March 1994, A.B. Chance Co. was sold to the Hubbell Co, becoming a part of Hubbell Power Systems. The economic health and the population tracked somewhat along the lines of A. B. Chance employment numbers, at least through the twentieth century.

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Despite being owned by Hubbell, the Chance name still has a major cachet in the electric distribution industry and a product line still bears the Chance name. Through most of the Twentieth Century, Centralia's economic health was intimately tied to Chance. The company's contributions of property and other taxes in addition to income from wages were crucial to support of local government. In the last decades, Centralia has become more a part of a regional economy—no longer just a company town. Improved highway routes facilitate commuting to and from Columbia. Centralians work for a great number of companies and Hubbell employees reside in a great number of other cities. However the values espoused by Albert Bishop Chance still influence the City's emphasis on educational attainment and self-reliance.





# ***Our Education System***

## **Centralia R-VI Schools**

Public school systems are an integral part of any community. They serve as a meeting ground for both school and non-school activities and through their facilities and professional staff, offer resources that support and enrich community life. The quality of the school system in a community is often the deciding factor in securing new residents and sometimes a new industry or business. Centralia has long benefitted from an outstanding public school system. Residents are well aware of the advantage that this provides and have supported measures to improve school facilities and attract professional staff.

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## **Education Attainment**

The percentage of the overall Centralia population (25 years and over) with a Bachelor's degree or higher is at 19.8%. This number is roughly 7% lower than Missouri and 10% lower than the nation as a whole.

Subcommittee discussions have suggested that although young people in the community leave to pursue higher education, Centralia has had success at attracting some of these young people back to the community once their education is complete. It is evidence that Centralia is an appealing residential community to individuals migrating to the region for career opportunities in Columbia that would prefer to live in a smaller community.

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The Centralia R-VI School District serves Centralia and the surrounding area of more than 200 square miles. The district stretches approximately 24 miles north to south and 16 miles east to west. Centralia R-VI is organized into four buildings: Chance Elementary, Pre-Kindergarten through 2nd grade; Centralia Intermediate School, 3rd grade through 5th grade; Chester Boren Middle School, 6th through 8th grade; and Centralia High School, 9th grade through 12th grade. The District also operates Champion Academy in a separate building.



## ***Our Parks & Recreation***

Centralia's expansive parks and recreation programs are exceptional for a community of our size. Centralia residents enjoy 716 acres of municipal public recreation areas including two ponds, a disc golf course, shelter houses, baseball/softball fields, an aquatics center, several neighborhood parks, tennis courts, a splash pad, fishing dock, recreation center, event venue, 9-hole golf course, driving range, and much more.

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### **Overview**

The Centralia Park Board consists of nine members who are appointed by the Mayor, and approved by the Board of Alderman to govern and maintain the park system.

Centralia's parks and play areas are considered a focus of the community. An over-all purpose of municipal recreational programs is to promote the use of existing facilities, both privately-owned and publicly-owned, including those of the school district and the State of Missouri, and to extend to each person within the community the appropriate venues and opportunities whereby that individual may participate, enjoy, and benefit from such opportunities during leisure hours. Providing for public recreation areas and playgrounds is commonly accepted as both a municipal service for a city's population, and also as an attraction to non-residents; thus an adjunct to economic development and tourism efforts.

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# ***Centralia, Missouri***



## Estimated Timeline Selection Timeline City Administrator: Recruitment and Appointment

July 6, 2022: Application Period Begins

July 6 - August 8, 2022: Resume & Qualification Review Period

August 9 - 12, 2022: Potential First Interviews by Committee

August 15 -19, 2022 : Additional Interviews (if needed)

TBD: Recommendation of a Candidate by Committee to Mayor  
and Board of Aldermen

TBD: Appointment of City Administrator by Mayor and Board of  
Aldermen\*

\*Board of Aldermen meetings occur on the third Monday of each month.

The City of Centralia is an equal opportunity and e-verify employer. Applicants will be considered regardless of race, color, national origin, religion, gender, age, marital status, veteran status, medical condition, disability, or any other legally protected status. Equal access to the hiring process, services, and employment is available to all individuals. Applicants requiring accommodations to application or interview process should contact the City Clerk.

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114 S Rollins St.  
Centralia, MO 65240  
(573) 682-2139

