

## Position Opening

### City Administrator

Willard, MO (pop. 6,350) is a fast growing, family-friendly, residential community located northwest of Springfield in southwest Missouri. Willard is a 4<sup>th</sup> class city that operates under a city administrator-mayor-aldermen form of government. Willard encompasses approximately 6 square miles with an \$8 million annual budget and 50 employees. Municipal Services include police, municipal court, planning and zoning, economic development, parks and recreation, public works, buildings, streets, water, and sewer.

The City of Willard, Missouri is currently seeking a qualified, experienced professional with strong interpersonal skills, who can communicate well with citizens, Mayor, Board of Aldermen and city staff. A bachelor's degree in public administration or a related field is required with a master's degree preferred. The successful candidate must be able to competently create and manage budgets, be knowledgeable in municipal financing and accounting, be knowledgeable in public works operations and infrastructure, oversee and develop personnel, provide visionary leadership to the community and staff, and be committed to economic planning and development. The selected candidate should have 3 or more years of progressively responsible municipal government service.

For a complete job description, please visit our website [www.cityofwillard.org](http://www.cityofwillard.org).

Candidates should download a job application from the City of Willard website, [www.cityofwillard.org](http://www.cityofwillard.org), submit the completed job application, a resume, and four references which may be emailed to [clerk@cityofwillard.org](mailto:clerk@cityofwillard.org) or mailed to:

Willard City Administrator Search  
P. O. Box 187  
Willard, MO 65781

Compensation will be based on experience and qualifications. Deadline to apply is 5:00 pm February 27, 2023.

Please direct any questions or concerns to Steven Bodenhamer, Interim City Administrator at 417-742-5300 or [ca@cityofwillard.org](mailto:ca@cityofwillard.org).

Job Location: Willard, MO

Salary Range: \$65K - \$85K