CITY OF FRONTENAC

CITY ADMINISTRATOR
FRONTENAC, MISSOURI

MGT

THE POSITION IN BRIEF

The City Administrator is the chief administrative officer in charge of the City's day-to-day operations and oversees budgets of approximately $20 million. The City is in excellent financial condition. The City has approximately 53 full-time employees.

THE CITY

Frontenac, an inner-ring suburb, is located in St. Louis County 15 minutes west of downtown St. Louis. The city is an affluent, mostly residential community that also features many top-end retail stores and commercial developments. The city's strategic location in the metropolitan area makes the community a highly desirable place to live, work and play.

Frontenac takes its name from Louis de Buade, Comte de Frontenac et de Palluau (the Count of Frontenac), a French courtier and Governor of New France in the late 1600s. Louis de Buade established a number of forts on the Great Lakes, including Fort Frontenac in what is now Kingston, Ontario.

During their frequent trips to the Quebec region, Mr. and Mrs. Benjamin Wood, owners of what is now the central region of the City, were charmed by the history and namesake of Chateau Frontenac, nearby the Fort, and adopted the Frontenac name for their property.

Later, the land owned by the Woods was sold and several subdivisions were developed. In 1947, the residents of Frontenac Estates, Jaccard Lane and Clayton Terrace petitioned the county court to become the Village of Frontenac, an area of 217 acres. An annexation in May of 1948 added additional acres. In November 1950 Frontenac become a city of the fourth class.

Today, Frontenac has 3,640 residents, approximately 1,300 homes and comprises 2.8 square miles. Even with its proximity to St. Louis, Frontenac has not deviated far from its rural roots, maintaining predominately one acre lots. With an excellent housing stock, easy accessibility to major thoroughfares and a per capita crime rate less than one-third the national average, Frontenac is an extremely desirable community in which to live.

THE ORGANIZATION

The City of Frontenac operates under a Mayor – Board of Aldermen – City Administrator form of government. The City has six aldermen and a Mayor. The Mayor is elected at large, and Aldermen are elected by the voters in their ward. All serve two-year terms.

The City Administrator is appointed by the Mayor and confirmed by the Board of Aldermen. The City Administrator's duties and powers are outlined in the City Code.

The City has a workforce of more than 50 full-time employees organized into the following departments – Police, Fire, Public Works, Building and Planning, and Administration which covers city clerk services, finance, and municipal court.

The City Administrator develops, and with the assistance of the City's department heads, manages combined budgets of more than $20 million. More than 32% of the City's revenues come from sales taxes; a similar percentage comes from property taxes. The City's municipal property tax was increased in 2020, and a use-tax was approved at that time, too.

A snapshot of Frontenac's demographics and amenities:

- Average age of 47 years old
- White 87%, African American 2%, Hispanic/Latino 2%, Asian 9%.
- Median household income, $250,000+
- Median value of a Frontenac home, $1,000,000+
- Land area of 2.8 square miles
- Low crime rate
- The Kirkwood and Ladue School Districts serve Frontenac, both are highly rated in the state
- An abundant supply of inexpensive water, energy, and sewage treatment capacity
- Quick and easy access to Interstates 270, 64, and 44
- Class-2 fire insurance rating
- Nearby award-winning health care
- Distinguished institutions of higher learning including Washington University, St. Louis University and University of Missouri – St. Louis

EXPECTATIONS AND PROJECTS

- Frontenac is an affluent, mostly residential community that features many top-end retail stores and commercial developments. Its current mix of specialty shops and high-end retail stores in Plaza Frontenac that include Nieman Marcus, Saks Fifth Avenue and Gucci, to name a few. On the horizon is a transformative redevelopment project that promises a mixed-use project that redevelops about 20 acres of commercial property nearby Plaza Frontenac and City Hall. The, city completed and approved a Frontenac 2050 Comprehensive Plan in May of 2023 and continues work to align the zoning ordinances with this plan in anticipation of redevelopment at Le Chateau, Plaza Frontenac and other commercial areas of the community. Consequently, the next City Administrator can expect to work cooperatively with elected officials, the Frontenac business community, and other economic development stakeholders to help move these initiatives forward.
- In addition, the City Administrator can expect to take an on-going roll in identifying additional goals for redevelopment as well as business retention and attraction.. In positioning the city for success in this area, the new City Administrator will also be challenged to keep an eye on the broader implications that economic development brings to the City's finances, staffing, resources and its infrastructure.
- The next City Administrator should be comfortable having a visible and "embedded" role in the City and the organization, easily interacting with and embracing a wide spectrum of residents, individuals, community businesses and organizations.
- The new City Administrator joins a management team whose tenure with the city varies. Some are seasoned, long-tenured employees while other department leaders are new to their position and the organization. The next City Administrator will find a team of professionals eager for a leader that is collaborative, fair-minded, and even-handed, and one who encourages professional growth and development. Steady, experienced and professional leadership is desired by the Board of Aldermen and the management team. In addition, an ability to develop a big-picture view of the organization and community, while also being fluent on operational details, will be valuable for success in the position.
- In addition to updating its comprehensive plan, the city has also recently commissioned an IT plan, as well as a facilities study. These plans need to be advanced, and the new City Administrator will be encouraged to move these plans to fruition.
- The City's desire for strong intergovernmental relationships within the region is keenly important. The next City Administrator can expect to play a leading role in developing and cultivating close working alliances with state, county and municipal partners and neighbors.

THE IDEAL CANDIDATE

Must Haves

- A bachelor's degree in public administration, public policy, business or a related field; a master's degree in public or business administration or closely related field is preferred. ICMA membership preferred.
- Five – seven years of progressively responsible experience in local government management; experience as an administrator, assistant administrator, or an equivalent combination of education and experience;
- Proven leadership, managerial, and interpersonal skills to lead a dynamic, financially fit organization in a community with high customer-service expectations;
- A team-oriented, strategic-thinking approach toward staff leadership; human resources skills and progressive supervisory experience.
- Excellent communication skills and significant career success in building collaborative, effective relationships across departments.
- Financial, analytical and budget management skills to lead a financially fit organization.

Management Style and Traits

- Be an articulate and effective communicator, both orally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers.
- Have a history of regularly communicating with elected officials, keeping them abreast of city matters and developing issues.
- Be a strong leader able to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer-range needs of the overall community.
- Be one that can quickly assess the capabilities of staff, especially newer department heads, by providing them the guidance they need to succeed and the encouragement to look at their newly inherited operations with a critical eye.
- Possess the ability to let City staff carry out their duties and grow professionally, understanding that the occasional misstep will happen and using these occasions to help the employee grow and thrive as part of the team.
- Be a self-starter who can motivate and lead others.
- Have a record of keeping up to date and abreast of modern municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.
- Possess well developed organizational skills and have the ability to balance numerous projects and issues while keeping on task. Know when to drill into the details and critically assess issues without losing sight of the city's bigger, strategic direction.
- Be a "people person," sincerely personable, patient, and accessible, and one who can relate with all persons in the community.
- Promote a strong, service-oriented, "customer relations" approach by all municipal employees in dealing with citizenry.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.

COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

The starting salary range is $137,521– $158,000 (midpoint) DOQ. The city is part of the Missouri LAGERs retirement program.

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The city's organization is lean and city staff possesses a high-output work ethic.

The Mayor and Board of Aldermen possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

HOW TO APPLY

Candidates should apply by December 13, 2024 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Consultant, MGT, Northfield, IL. Tel: 847-380-3240. The City is an Equal Opportunity Employer.