

CITY OF FRONTENAC



Kate Hatfield
Mayor

Leesa Ross
Interim City
Administrator

Request for Proposals

The City of Frontenac, Missouri, is seeking proposals from experienced professionals to assist the City in recruiting, assessing and selecting a qualified individual to serve as the City's next City Administrator.

Frontenac is a city of 3,761 residents located in the heart of the St. Louis metropolitan area. It is organized as a fourth class city and governed by a mayor elected at large and a board of six aldermen elected from three wards across the city. The city currently has 53 full-time employees and its own fire, police, public works, and administrative departments. The city has an annual operating budget for all funds of \$8,500,000 and an assessed value of \$352,000,000 (residential and commercial). Frontenac is an elegant suburban community in the most desirable area of St. Louis County, centered roughly at the intersection of Interstate 64 and Lindbergh Boulevard. It has 1,478 residential properties, a very successful, high-end, retail mall, and a vibrant commercial corridor along Lindbergh Boulevard.

Frontenac has a long history of professional city management. The current duties of the City Administrator are attached. The salary range for the position of City Administrator is \$144,480 to \$187,824.

Please visit the city's website www.cityoffrontenac.org for the job duties of the City Administrator.

Please submit your proposals to Leesa Ross, Interim City Administrator/City Clerk by August 12, 2024, at 10:00 a.m. If you have any questions, please contact Ms. Ross at 314-373-6504 or via email at lross@cityoffrontenac.org.

Job Title: FRONTENAC CITY ADMINISTRATOR

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this job description that are of similar kind or level.

City Administrator Duties and Powers

Duties.

Administrative Officer. The City Administrator shall be the Chief Administrative Assistant to the Mayor and as such shall be the Administrative Officer of the City Government subject to the direction and supervision of the Mayor. Except as otherwise specified by ordinance or by the law of the State of Missouri, the City Administrator shall coordinate and generally supervise the operation of all departments of the City of Frontenac.

Purchasing. The City Administrator shall be the Purchasing Agent for the City of Frontenac. All purchases amounting to less than one thousand dollars (\$1,000.00) shall be made under his/her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen.

Budget. The City Administrator shall be the Budget Officer of the City of Frontenac and shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

Financial Reports. The City Administrator shall make monthly reports to the Mayor and the Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.

Annual Report. The City Administrator shall prepare and present to the Mayor and the Board of Aldermen an annual report of the City's affairs, including in such report a summary of reports of department heads and such other reports as the Mayor and Board of Aldermen may require.

Personnel System. The City Administrator shall act as Personnel Officer of the City with authority to appoint, promote, discipline and discharge in the manner provided by law all employees of the City whose appointment or removal is not otherwise prescribed by law. All employment actions shall be in accord with State law and City ordinances and the personnel rules and regulations adopted and revised from time to time by the Board of Aldermen. The City Administrator shall maintain the records of all employees of the City, past and present. From time to time the City Administrator shall review all position classifications and pay plans and shall recommend to the Mayor and Board of Aldermen such changes, improvements and modifications as he/she may deem appropriate. The City Administrator shall have the administrative responsibility of maintaining and effecting compliance with all pay plans, staffing allocations and authorizations as shall have

heretofore been authorized by ordinances of the City or resolutions of the Board of Aldermen.

Policy Formulation. The City Administrator shall recommend to the Mayor and Board of Aldermen adoption of such measures as he/she may deem necessary or expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City.

Board Of Aldermen Agenda. The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board of Aldermen meeting at least forty-eight (48) hours before the time of the regular Board of Aldermen meeting.

Boards And Committees. The City Administrator shall work with all City boards and committees as an ex officio member to help coordinate the work of each.

Attendance At Board Of Aldermen Meetings. The City Administrator shall attend all meetings of the Board of Aldermen.

Bid Specifications. The City Administrator shall supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the Board of Aldermen.

State And Federal Aid Programs. The City Administrator shall coordinate Federal and State programs which may have application to the City of Frontenac.

Conference Attendance. The City Administrator shall attend State and regional conferences and programs applicable to his/her office and to the business of the City of Frontenac, whenever such attendance is directed and approved by the Board of Aldermen and Mayor.

Press Releases. The City Administrator, upon the direction of the Mayor, shall be responsible for keeping the public informed of the purposes and methods of City Government through all available news media.

Record Keeping. The City Administrator shall keep full and accurate records of all actions taken by him/her in the course of his/her duties, and he/she shall safely and properly keep all records and papers belonging to the City of Frontenac which are entrusted to his/her care; all such records shall be and remain the property of the City of Frontenac and be open to the inspection by the Mayor and Board of Aldermen at all times.

Miscellaneous. In addition to the foregoing duties, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor or Board of Aldermen.

Powers.

City Property. The City Administrator shall have responsibility for all real and personal property of the City of Frontenac. He/she shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the Board of Aldermen. Real property may be sold only with approval of the Board of Aldermen by resolution or ordinance.

Set Administrative Policies. The City Administrator, subject to the direction of the Mayor, shall have the power to prescribe such rules and regulations as he/she shall deem necessary or expedient for the conduct of administrative agencies subject to his/her authority.

Coordinate Departments. The City Administrator shall have the power to coordinate the work of all the departments of the City and, at times of emergency, shall have authority to assign the employees of the City to any department where they are needed for the most effective discharge of the functions of the City Government.

Investigate and Report. The City Administrator shall have the power to investigate and to examine or inquire into the affairs or operation of any department of the City under his/her jurisdiction and shall report on any condition or fact concerning the City Government requested by the Mayor or Board of Aldermen.

Appear Before the Board of Aldermen. The City Administrator shall have the power to appear before and address the Board of Aldermen at any meeting.

Limit Upon Foregoing Duties and Powers. At no time shall the duties or power of the City Administrator supersede the action of the Mayor or the Board of Aldermen.

Supervision by Mayor. The City Administrator at all times shall be accountable to the Mayor for actions taken, when requested to do so, and at all times is subject to the supervision, direction and control of the Mayor.