



CITY ADMINISTRATOR

Annual Salary:
120,000 – \$150,000 DOE/DOQ

Pacific, Missouri

Are you a collaborative and community-minded local government professional who can balance big-picture strategy with small-town values? If so, apply to be the City of Pacific's next City Administrator!

We're looking for an exceptional servant leader who is:

- An accessible and transparent communicator
- Skilled in budgeting, capital project oversight, and HR management
- Committed to enhancing city operations and community services

Read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Pacific, Missouri, is a scenic and historic small town located just 30 miles west of downtown St. Louis. Nestled at the edge of the Ozark Mountains, Pacific offers the charm of a close-knit community alongside the convenience of access to a major metro area.

The city is known for its rich railroad heritage, top-rated school district, and easy access to I-44. Residents enjoy a low crime rate, affordable cost of living, and a growing array of parks, trails, and community events that showcase Pacific's hometown pride.



GOVERNANCE & ORGANIZATION

Pacific operates under a fourth-class city administrator form of government. The Mayor is elected to a four-year term, and the Board of Aldermen consists of six members elected by ward to two-year terms.

The City provides a full range of services including:

- Police
- Public Works and Infrastructure
- Parks, Planning, and Administration



POPULATION
7,842



MEDIAN HOUSEHOLD INCOME
\$57,119



MEDIAN HOME VALUE
\$244,000
AVERAGE MONTHLY RENT
\$914

History



Tourism & Activities





ABOUT THE JOB

The City Administrator serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the municipal government.

Subject to the direction and supervision of the Mayor, and working at the legislative and policy direction of the board of aldermen, the City Administrator will:

- Provide organizational leadership and oversight across all departments
- Develop and manage the annual budget and capital improvement plans
- Lead employee recruitment, development, and performance
- Oversee city infrastructure, utilities, and major projects
- Engage with residents and stakeholders to maintain transparency and trust

ORGANIZATION DIVISIONS

- ADMINISTRATION
- FINANCE
- PUBLIC WORKS
- WATER
- SEWER
- POLICE
- PARKS & RECREATION

ORGANIZATION QUICKFACTS



EMPLOYEES

61



BUDGET

\$11

MILLION

KEY PROJECTS FOR 2025

- ASSESS AND IMPROVE THE CITY'S USE OF TECHNOLOGY AND ONLINE SERVICES
- REVIEW ORGANIZATIONAL STRUCTURE AND INTERNAL PROCESSES
- MANAGE GROWTH IN RESIDENTIAL AND COMMERCIAL DEVELOPMENT
- DEVELOP AND IMPLEMENT A LONG-TERM INFRASTRUCTURE MAINTENANCE PLAN
- ADVANCE EMPLOYEE RETENTION AND DEVELOPMENT STRATEGIES



THE IDEAL CANDIDATE

The ideal candidate will be a strong generalist with experience in municipal management, budget development, and staff leadership. They will demonstrate:

- Strong communication and active listening skills
- A collaborative and transparent leadership style
- Technical knowledge in utilities, HR, and capital project planning
- Ability to build a positive organizational culture and trust with the community

EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Public Administration, Political Science, Business Administration, Engineering, or related field
- Any equivalent combination of education, internship, and experience will be considered
- Minimum five years of experience in municipal or county government administration

Preferred:

- Experience with municipal utilities (water and sewer systems)
- Grant writing experience

SALARY & BENEFITS

- **Compensation:** \$120,000 – \$150,000 DOE/DOQ
- **Health Benefits:** Medical, dental, vision, short-term disability, life, AD&D insurance
- **Paid Leave:**
 - ♦ Three weeks (120 hours) vacation annually
 - ♦ One week (40 hours) personal leave
 - ♦ One week (40 hours) sick leave
- **Retirement:** Missouri LAGERS L6 Benefit Program – 100% employer-funded
- **Additional Perks:**
 - ♦ City vehicle available
 - ♦ Up to \$5,000 relocation reimbursement if moving within Pacific City Limits



HOW TO APPLY

Apply Here



For more information on this position, contact:

Kevin Knutson, Senior Vice President, Executive Recruitment

KevinKnutson@GovernmentResource.com

727-754-0407

The City of Pacific is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.