



## CITY ADMINISTRATOR

\$70,000 — \$85,000

*Plus Excellent Benefits*

Application deadline is February 16, 2018.

Position is open until filled.



**Why Apply?**

Our recent growth and development has lead to a search for a dynamic individual to lead the City of Norton.

Norton is a great place to live, raise a family and achieve professional dreams. Our community’s determination continues to distinguish us as the northern hub of Northwest Kansas, with unprecedented growth of industry, and local entrepreneurship, as well as the national growth of local corporations.

Norton is home to Keith Sebelius Reservoir and Prairie Dog State Park which complements the nation’s finest hunting. In addition to amazing outdoor spaces and wildlife, Norton’s assets include modern city facilities, excellent healthcare and school systems, and a wide variety of services and unique destination businesses.



**Our Local Economy**

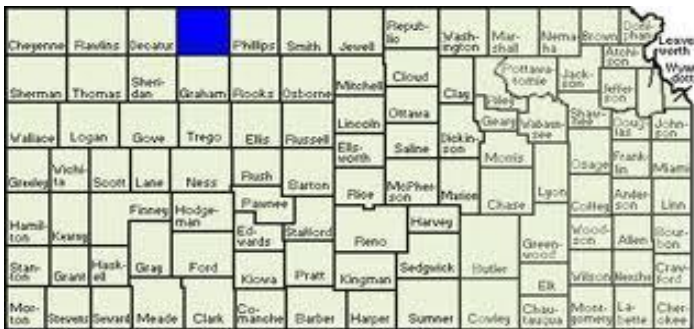
Norton City/County Economic Development is aggressive in its effort to advance our community. Strategic Plan goals include business retention, expansion and development, county marketing, housing and youth retention. The office coordinates with a variety of resource partners and agencies including the Kansas Department of Commerce, NetWork Kansas, Kansas Housing Resources Corporation and the Kansas Small Business Development Center. Local and regional collaborators such as Northwest Kansas Planning and Development, Pioneer Country Development and the Norton County Community Foundation also play an important role in the success of their projects.

The Dane G. Hansen Foundation funds a grant opportunity with the Norton County Community Foundation. With this funding, local community qualifying projects that benefit the City/County of Norton receive grants. Such qualifying projects have been: Live. Well. Norton Armory Drive Walking Trail, Norton County Senior Center Transportation Program, Norton Police

**Our Community**

Norton is a growing, progressive community and we invite individuals and families to come enjoy the quality of life our small town offers. Norton has a population of 2,880 and is the seat of Norton County, population 5,550. The local economy is strong with a diverse employment base that includes agriculture, manufacturing, service based businesses, public service sector jobs, a variety of retail stores and strong medical facilities.

Norton is conveniently located at the intersection of U.S. Highways 36, 283 and 383 in Northwest Kansas. Major Interstate Highways I-70 and I-80 are both 60 miles from Norton.





Department Mobile Radio Units, Norton PRIDE Directional Signage and Norton County Youth Entrepreneurship Challenge.

Investment in the community remains strong. In 2017, eight businesses participated in a Storefront Renewal program investing over \$36,000, receiving \$13,000 in match funding.



Recent construction of new buildings include attorneys Walter & Walter, LLC, Define Gym & Salon, Almema State Bank and the Norton American Legion.

A new Sleep Inn & Suites hotel was built several years ago and a new medical clinic opened adjacent to the Norton County Hospital. The former medical clinic was renovated for the expansion of the Colby Community College Nursing Program.

Many buildings in the historic downtown district have been restored, making it a desirable location for niche businesses as well as a shopping destination for the region.



Two of Norton County's five manufacturers, New Age Industrial Corporation, Inc. and Natoma Manufacturing Corporation, have

experienced steady growth. New Age Industrial Corporation is an aluminum extrusion business with a large product line and they continue to expand and add jobs to meet the demand for their products. Natoma Manufacturing Corporation is a contract build-to-order CNC precision machine shop that manufactures parts for the aviation/aerospace, medical, electronics, communication, environmental and energy industries as well as the Department of Defense. They also have expanded their facilities and added jobs.

Additional long-standing manufacturers contributing to the local economy are Miltech Machine Corporation, Otter's, Inc. and Brooks Manufacturing.



Norton Correctional Facility is the largest employer in the County, adding a wide variety of jobs and crucial diversity to the local economy.

Norton businesses and residents enjoy high speed internet via fiber to the premise through the efforts of Rural Telephone Service Company.

### **Organizations Contributing To Our Success**

The Norton PRIDE organization plays an important role in the community; they recently completed a project that placed directional signs throughout the City.

Live.Well.Norton is a committee of the Norton Regional Health Foundation. With assistance from the City, Live.Well.Norton will be able to complete a new walking trail in the City this year.

Norton’s Lions and Rotary Clubs continue to support the community through their service projects.

**What We Do For Fun**

Nearby Keith Sebelius Reservoir and Prairie Dog State Park provide a variety of outdoor recreation opportunities including camping, hiking, boating, skiing, fishing and hunting.



The Norton Aquatic Center opened in 2014 and provides a variety of amenities including two slides, two diving boards, zero depth entry, baby pool, lap pool, bath house and concession area.

The Prairie Dog Golf Course is one of the few blue grass facilities in Northwest Kansas. The 9-hole course has three sets of tees so golfers of all abilities can enjoy the course. Other amenities include the clubhouse and cart rental.



The Norton Theatre’s twin screens have been updated to digital projection with assistance from Community Service Program tax credits. Interior improvements include new carpet and seats, while new neon lighting and paint complete the exterior makeover.

Elmwood Park hosts a variety of activities, such as disc golf, dirt track car races, Norton County Horse Council Events, the Norton Community School’s football stadium and playground equipment for kids. The park is also home to the Norton Home Owned Carnival each July.

The Norton Recreation Center offers racket ball and basketball courts, and a work out room. The center provides indoor games in winter for kids as well as adults, and sponsors children’s summer sports teams.

Other recreation in the county includes Norton County Arts Council and Norton Archery club events, an annual Car Show and Drag Race, the Norton County Fair, as well as promotional events such as the Veteran’s Deer Hunt and annual Carp Derby.



**Where We Work**

- ◇ Nex-Tech/Rural Telephone Service Company (headquarters)
- ◇ Norton County Hospital/Medical Clinic
- ◇ Kansas Department of Transportation (district office)
- ◇ Norton Correctional Facility (a minimum and medium security facility)
- ◇ City of Norton
- ◇ USD 211 and 212
- ◇ New Age Industrial Corporation
- ◇ Prairie Land Electric Cooperative (headquarters)
- ◇ Norton County
- ◇ Andbe Home Nursing Home



- ◇ Valley Hope Association (headquarters)
- ◇ Norton Valley Hope Treatment Center
- ◇ Natoma Manufacturing Corporation

Our city also draws professionals to Norton County by participating in the Rural Opportunity Zone program.



### *Our City and the Administrator Position*

The Governing Body is composed of the Mayor and six council members elected from three districts. The City Administrator is appointed by the Mayor with the consent of the Council and works under a written contract with the City.

The City Administrator manages and oversees all city administrative departments and is assisted by the City Clerk who is a strong finance expert. The City Departments include: City Clerk/Administration; Police; Electric Distribution; Water/Wastewater; Parks/Cemetery; Public Works/Refuse; and Fire. Other City positions overseen are the Aquatic Center and Code Inspection.

In 2018, the City will be making major improvements and modernization to their electric distribution system with the help of CDBG funds. The total project cost is estimated at \$944,900 and will include modifications to the City's main electrical substation, the former power plant and two remote substations.

The City was awarded CDBG funds in 2017 for improvement and replacement of streets on Second Street and Crane Street. The total project cost was \$788,736.92, and included new pavement, curb and gutter, sidewalk ramps, storm sewer, curb inlets and man-holes.

The Kansas Rural Water Association recognized the City of Norton in 2017 as the "Most Improved Water System". The City had made internal changes in their chemical treatment process and updated the plant throughout the year, making the output a very good quality of water from an automatically operating system.

The City has modernized its own facilities to provide the public with a clean, safe and sufficient water supply; a safer public; and happy children and families. Improvements include:

- ◇ New Wastewater Facility in 2010
- ◇ New Water Treatment Facility in 2012, including updated water wells
- ◇ Modernized Police Department Facilities in 2013
- ◇ New Aquatic Center in 2014



The total 2017-2018 adopted budget was \$13.8 million dollars. The City employs 34 full time employees, including the Administrator. The City Administrator plans, organizes and directs the overall administrative activities and operations of the City in accordance with the policies and goals determined by the City Council.

Other responsibilities include:

- ◇ Prepare and submit an annual budget; prepare and oversee the financial forecast of funding for the City; and advise the governing body of the financial condition of the city.
- ◇ Supervise and control city purchases pursuant to the city purchasing policy and the policies established by the governing body.
- ◇ Develop and prepare short and long range planning and goals as the governing body may direct.
- ◇ Supervise and manage staff to see that the city goals and objectives are met. Make recommendations on hiring and removing City appointed officers and employees.
- ◇ Recommend a schedule of salaries for all officers and employees.
- ◇ Assure the care and management of City-owned property.
- ◇ Attend meetings of the governing body and such other meetings as the governing body shall direct. Attend and represent the City at community and professional meetings; participate in a variety of boards and commissions.
- ◇ Make recommendations to the Governing Body that will provide effective administration of City services.
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**Challenges & Opportunities**

- ⇒ Replacement and repair of dated infrastructure, including water and sewer lines
- ⇒ Ongoing street, curb and sidewalk replacement, repair and maintenance
- ⇒ Repair and updates to the Electrical Line Distribution System
- ⇒ City growth through annexation
- ⇒ Explore grant and funding opportunities for future improvements



**Our Ideal Candidate Profile**

The City is looking for an experienced Administrator who can successfully manage and communicate well with the governing body, the public, employees and other public agencies. The ideal candidate understands municipal government and is able to work through the challenges facing rural cities. Norton seeks a candidate who can work closely with the Mayor and City Council to set and follow through on present and future goals; and has the willingness and ability to work with other governmental and quasi-governmental agencies to reach community goals and objectives.

Sound financial management is a priority to the City of Norton. The Administrator will prepare responsible budgets that meet the trust the public puts into the city's finances. The candidate must have strong operational and organizational skills to work with some exceptional citizens and employees.



The ideal candidate must be willing to be a part of the community and to participate in local community activities. The Administrator will be expected to develop key relationships with other cities and counties in Kansas, as well as the League of Kansas Municipalities/Kansas Association of City/County Management, continually using these and other resources for inspiration and guidance in problem solving.



**Experience & Education**

A Bachelor's degree in Public Administration or related field is required. A minimum of three years of experience in public management or municipal government is preferred.

**Compensation & Benefits**

The Salary range is \$70,000 to \$85,000 annually, depending on experience and qualifications. The City offers an excellent benefit package, including vacation, sick leave, discretionary days, medical insurance, KPERS, deferred compensation and a cafeteria plan. An employment contract will be required.



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Resumes can be emailed to City Clerk Darla Ellis at [ntclerk@ruraltel.net](mailto:ntclerk@ruraltel.net) or by mailing to City Clerk, P.O. Box 160, Norton, KS 67654. Applications are due by February 16, 2018. The position is open until filled.

