



The City of
Salina, Kansas is
hiring a

**CITY
MANAGER**



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WELCOME TO THE CITY OF SALINA, KANSAS

Community

Salina, Kansas is a progressive city with a growing population of just under 50,000. The City offers a safe, accessible, and connected community with a comfortable lifestyle for families and young professionals alike. The downtown area is the heart of Salina and is changing fast in support of its vibrant and growing community. Residents enjoy a low cost of living and access to quality healthcare. Kiplinger recently named Salina as the 9th cheapest place to live in America with populations under 50,000.

Located in the middle of the state, Salina is a community with historic roots. Salina's real estate and housing choices are diverse, including new construction, historic homes in tree-lined residential areas, and private country properties with an easy commute.

Residents of Salina enjoy a big city lifestyle with all of the perks and hometown feeling of a small community.

Recreation

The City maintains 26 parks, including 3 athletic complexes, an 18-hole golf course, and a 6-hole par 3 golf course. Kenwood Cove Aquatics Center, owned and operated by the City of Salina, is the region's premier municipal water park.

Salina has a long history of public-private partnerships to provide quality of life initiatives

for the community. Examples of such collaborations include upgraded baseball/softball fields, a soccer complex, new tennis and pickleball courts, and the Salina Fieldhouse.

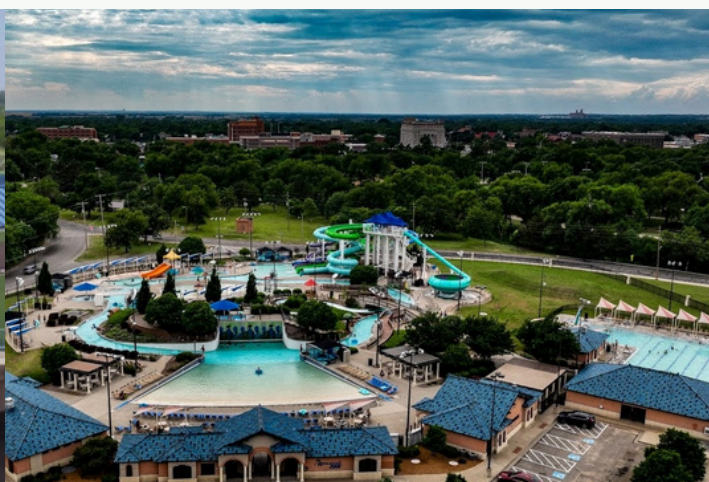
The Smoky Hill River Renewal project is a large undertaking to restore flow to the original river channel that runs through the city. This project will improve the quality of life by creating green space and trails.

Education

Salina provides many educational opportunities that range from private and public grade schools to four-year universities and technical training. Salina has quality and award-winning public and private K-12 schools that provide an outstanding curriculum. In addition, Salina is home to private and public higher education institutions that offer robust educational and training opportunities, including:

- University of Kansas Schools of Medicine and Nursing
- Kansas State University Salina Aerospace and Technology
- Salina Area Technical College
- Kansas Wesleyan University
- Kansas Highway Patrol Training Center

From pre-school to post-secondary to technical education to adult education, Salina is proud of and supports the work and accomplishments of Salina's students on all levels.



Arts and Culture

Salina is renowned for its vibrant arts scene, being the only community in Kansas with a dedicated city Department of Arts and Humanities. The community boasts concerts, theatres, museums, festivals, galleries, studios, and public art, enhancing the local quality of life.

Highlights include multiple museums, the Salina Symphony, the Stiefel Theatre, the Garage Automotive Museum, Theatre Salina, and the Rolling Hills Zoo. Among Kansas's 11 nationally accredited museums are the Smoky Hill Museum and the Salina Art Center. Popular events such as the privately funded SculptureTour Salina and the Boom Mural and Street Art Festival showcase community engagement and value of the arts. The Smoky Hill River Festival, a 49-year tradition, attracts over 60,000 visitors annually.

Salina's arts and culture compare to cities with 150,000+ residents, with both public and private entities enhancing programs, education, and facilities.

In the words of a former City Manager, "The arts are unavoidable in Salina."



Photo credit: Salina Arts Humanities

Housing

The City of Salina has a history of commitment to fair and affordable housing. The City works hard to streamline the housing process for private housing developers. The City continues to leverage state and federal funding for affordable housing and continues to partner with private entities to diversify housing options within the City. The City of Salina, along with their community partners, approached the State of Kansas for help with its housing needs. The City was successful in securing \$25 million to help fund the multifamily housing project located at Magnolia and I-135. With the growth of industry and jobs in the area, the City is committed to ensuring a wide array of housing options to meet the needs of the community.

For more than 20 years Salina has administered the FHAP (Fair Housing Assistance Program) on behalf of HUD (one of only two in the state).

Salina is also known for having one of the fastest permitting processes in the state (10 days for building permit – commercial and residential; run entitlements concurrently for optimal efficiency).

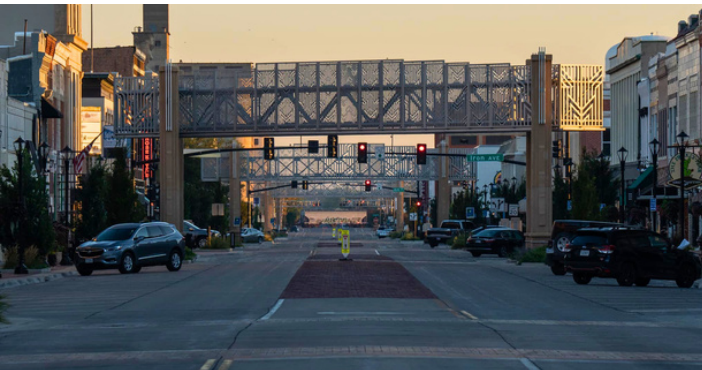
Successes:

- Landed the City's first Federal Home Loan Bank grant in 2024 for housing rehab, receiving the max award of \$999,999
- Awarded \$300,000 in CDBG funds in 2025 for Housing Rehab
- Created two RHID districts (residential TIFs) and awarded two MIH grants to support two major housing projects (106 single family and 150 units/75 duplex, both owner-occupied)
- Magnolia Village Apartments, 500 total units, set to open July 2026, www.magnoliavillagesalina.com

COST OF LIVING
**16.7%
LOWER**
THAN U.S. AVG

**BEST PLACE TO
RAISE YOUR KIDS
IN KANSAS**
BUSINESSWEEK MAGAZINE (2010)

AVERAGE COMMUTE TIME
**14
MINUTES**



Major employers include:

- Salina Regional Health Center, including the Tammy Walker Cancer Center
- Unified School District 305
- Great Plains Manufacturing, a division of Kubota
- Schwan's Company
- Stryten Manufacturing
- City of Salina and Saline County
- Vortex Global
- Crestwood Design Center
- 1 Vision Aviation

Business and Commerce

Since Salina is strategically located at the geographic center of the United States, its location offers a lot of advantages for business. Nestled at the crossroads of I-70 and I-135, Salina, Kansas offers businesses easy access to a highly skilled and educated workforce. This allows businesses to provide services to a wider range of national and international consumers.

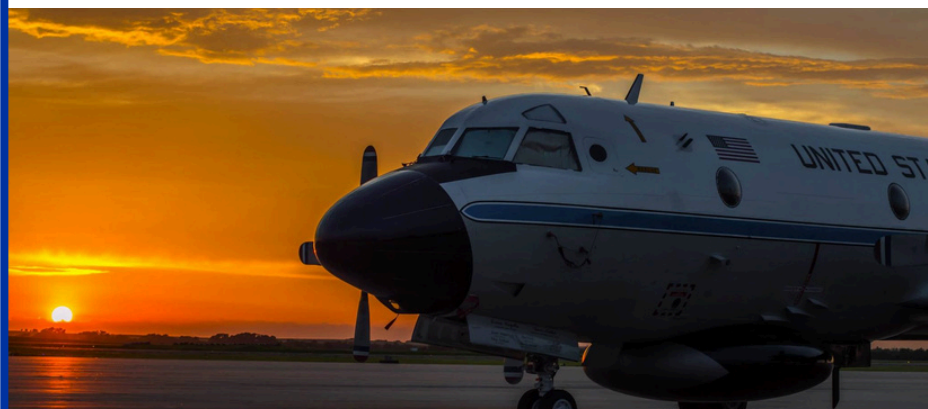
Businesses in Salina enjoy outstanding connectivity and endless shipping options. Trucks can be on the highway in minutes from any location in Salina. Air cargo and freight services are available at the Salina Regional Airport. The airport offers daily nonstop jet service to and from Chicago, Denver, and Houston.

Salina enjoys a diverse economy that includes manufacturing interests both large and small and a strong agricultural economy. Salina has access to high speed internet throughout the City. Salina continues to be a destination for emerging technologies, such as the relocation of the K-AIRES project, a one-of-a-kind facility to house world class education, research, and innovation in the evolving industry of spatial computing.

The City serves as the regional hub for medical services, retail trade, entertainment, and other unique attractions.

A diverse economy and strong work ethic allow Salina to continually rank among Kansas' best in such areas as cost of living, regional trade, career opportunities, and personal income.

Salina has aggressively pursued economic development tools, including STAR bonds, IRB, CID, BID, TIF, and new market tax credits.



Government

The City of Salina has operated under the Commission-City Manager form of government since 1921. The City was founded April 22, 1858 and incorporated in 1859. Salina became a city of the third class November 21, 1870; second class, October 11, 1878 and first class July 9, 1920.

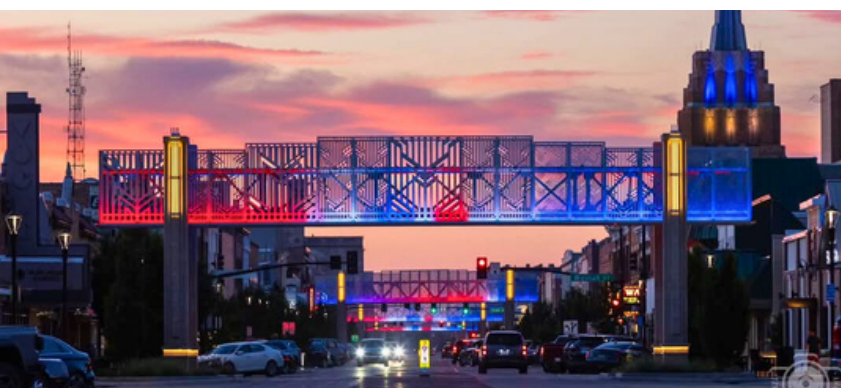
The Commission is comprised of five members elected at-large. Candidates receiving the largest and second-largest number of votes respectively are elected for a four-year term, and the candidate receiving the third largest number of votes respectively is elected for a two-year term. Each year, the Commission chooses one member to act as Mayor.

The office of the City Manager is the office of the chief executive of city government. The City Manager supervises more than 500 full-time employees, 12 part-time, and approximately 350 seasonal employees.

The City Manager is appointed by the City Commission for an indefinite term and serves as the City's Chief Executive and Administrative Officer with annual performance reviews by the City Commission. As provided by state statute and city ordinance, the City Manager's Office supervises and directs the administration of all City departments to ensure that the laws, ordinances, and resolutions of the City are enforced. The City Manager's Office is responsible for recommending measures for adoption by the City Commission, which are deemed necessary for the welfare of the citizens and the efficient administration of municipal government. Furthermore, the City Manager's Office prepares a proposed budget for the City Commission and is responsible for the appointment and removal of all City employees.

The City of Salina is comprised of the following departments:

- Arts and Humanities
- City Manager's Office
- Finance
- Computer Technology
- Community and Development Services
- Fire
- Human Resources
- Municipal Court
- Parks and Recreation
- Police
- Public Works
- Utilities



Departmental Highlights

Arts & Humanities

- Facilitating a community cultural plan in 2026 to be implemented in 2027
- 2026 anniversary celebration plans for the Arts and Humanities department's 60th, the Smoky Hill River Festival's 50th, and the Smoky Hill Museum's 40th

City Manager's Office

- Conducts annual strategic planning and budgeting process and works with economic development partners on various initiatives
- Multi-year project to manage past and future costs to remediate environmental contamination of the former Schilling Air Force Base

Community & Development Services

- New comprehensive plan
- New zoning code
- Phase II (2026-2030) of Live Salina Housing plan
- Develop homelessness report & strategic plan

Computer Technology/Process Improvement

- Fiber loop installation
- Structure staff to meet current, future demands

Parks & Recreation

- Improvements to parks and recreation open spaces and facilities
- Continue to identify as a destination for outdoor recreation and sports tourism
- Support the Parks and Recreation Master Plan, continuing to address deferred maintenance

Public Safety (Police and Fire)

- Fire department re-accredited agency status with CFAI
- New fleet of 7 fire trucks
- New fire station under construction
- CALEA accredited police department with state of the art equipment and facilities
- New police training facility

Public Works

- Smoky Hill River Renewal project
- Second water treatment plant recently completed
- Major improvements to sewage treatment plant

Budget Highlights

- General Fund: \$56M
- Water/Wastewater: \$23M
- Total all funds governmental, proprietary, and special revenue for 2025: \$151M
- The City boasts very healthy reserve balances in all of its funds
- Moody's bond rating: Aa3



The City Manager serves as the executive head of the municipality, and oversees the daily administration and business of the City of Salina. Work is difficult and requires significant interpretative judgement in variation from established procedures and standards.

Typical Duties

- Leads the City management team; reviews problems and renders guidance to department heads; performs supervisory oversight of department heads; ensures the efficient administration of all departments of the City working in conjunction with department heads
- Prepares and administers annual City budget; oversees the responsible investment and use of City funds; makes approval within expenditure authority
- Firsthand or through effective delegation provides direction and general management to the overall efforts of the administration and operation of the municipal functions for the City
- Collaborates with the City Commission to implement the goals and objectives set by the City Commission at its annual planning session; initiates assignments in accordance with the general needs and services of the City or as suggested by various committees, commissions, and civic groups
- Researches and recommends policies and ordinances to the City Commission; implements, administers, and monitors approved policies and ordinances
- Appoints, terminates, and makes compensation decisions within authority for all employees
- Administers and monitors franchises, contracts, and agreements; researches, prepares, and monitors grants
- Acts as liaison with various community groups relating to city issues; performs public relations duties in support of the City and City Commission; meets with private citizens to inform and resolve various issues and problems
- Coordinates emergency services with various federal, state, and local agencies and municipalities
- Manages capital asset and replacement schedule and fleet management

Essential Job Functions

- Supervises directly or provides oversight for all department heads and supervises City Manager's Office employees
- Establishes and maintains effective working relationships with employees, officials, and the public
- Prepares and maintains accurate, well-organized and effective records, statements, and reports
- Confers with management team to develop and coordinate administrative policy and to provide direction on matters which City Commission has requested
- Effectively conducts studies and investigations as needed
- Listens to City Commission, citizens, and staff
- Possesses ability to communicate orally and in writing
- Organizes and prioritizes the business of the City and provides timely follow through to resolve issues before the City
- Has the ability to speak clearly and concisely before community groups
- Maintains and exhibits discretion and integrity at all times when handling confidential information
- Maintains and applies knowledge of the principles, practices, and ethics of administration



- Outstanding leadership skills, with a management style focused on collaboration and relationship building.
- Track record of excellence in economic development and leveraging partnerships.
- Visionary and transformational leader with competence born from expertise and experience.
- Calm and approachable demeanor.
- Views oneself as responsible to the residents.
- Comfortable with risk-taking as part of the decision-making process.
- Trustworthy and dependable, leads by example, and always demonstrates honesty, integrity, fairness, and diplomacy.
- Friendly, calm, collected, with the ability to make clear and concise decisions.
- Desire to immerse oneself in and be a part of the community.
- Motivator who works collaboratively with and empowers staff.
- Positive and proven track record of supervising department heads and supporting the efforts in all departments.
- Supportive of the arts and other quality of life initiatives, including parks and recreation.
- Encourages teamwork and is comfortable getting out amongst the departments.
- Comfortable with mentorship and professional growth as part of one's leadership ethos.
- Outstanding communication skills, both verbal and written, and able to make clear and concise presentations to the City Commission and public.
- Able to lead and guide the Commission without taking sides or playing politics.
- Strong financial and budgeting background, and well-versed in municipal planning.
- Experience and understanding of city-owned public utilities and is an advocate for modern technology.
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field. MPA is preferred but not required.
- Minimum five years of progressively responsible management and supervisory experience as a city or county manager in the public sector for a similar size city or county, or as an Assistant or Deputy in a community of equal complexity, or equivalent experience in the private sector for an organization of similar size and complexity.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$185,000 to \$275,000. Generous benefits package that includes medical, prescription, and dental health coverage, life insurance, enrollment in KPERS, 457b savings plan, and more.

To apply, please email your cover letter and resume in .pdf format by Sunday, June 22, 2025, 5 pm CST, to clowe@governmentpros.com. First review date is June 23, 2025. Position is open until filled. Direct questions to Chris Lowe at 785-766-9104 or clowe@governmentpros.com.

For additional information about the City of Salina, please visit:

Salina-ks.gov

Salinaedo.org

Facebook.com/salina.ks.gov

Salinakansas.org

Salinaairport.com

The City of Salina is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: City Manager GR: N/A FLSA: EX DATE: 05/22/25
DEPARTMENT: City Manager's Office DIVISION: N/A
REPORTS TO: Mayor & Commissioners APPROVED: _____ JOB CODE: 0500

GENERAL DESCRIPTION:

Serves as the executive head of the municipality, oversees the daily administration and business of the City of Salina. Work is difficult and requires significant interpretative judgement in variation from established procedures and standards.

TYPICAL DUTIES:

- Leads the City management team; reviews problems and renders guidance to department heads; performs supervisory oversight of department heads; ensures the efficient administration of all departments of the City working in conjunction with department heads
- Prepares and administers annual City budget; oversees the responsible investment and use of City funds; makes approval within expenditure authority
- Firsthand or through effective delegation, provides direction and general management to the overall efforts of the administration and operation of the municipal functions for the City
- Receives assignments from the City Commission; implements the goals and objectives set by the City Commission at its annual planning session; initiates assignments in accordance with the general needs and services of the City or as suggested by various committees, commissions and civic groups
- Researches and recommends policies and ordinances to the City Commission; implements, administers and monitors approved policies and ordinances
- Appoints, terminates and makes compensation decisions within authority for all employees
- Administers and monitors franchises, contracts, and agreements; researches, prepares, and monitors grants
- Acts as liaison with various community groups relating to City issues; performs public relations duties in support of the City and City Commission; meets with private citizens to inform and resolve various issues and problems
- Coordinates emergency services; coordinates with various federal, state and local agencies and municipalities
- Performs other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises directly or provides oversight for all department heads and supervises City Manager's Office employees.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- Bachelor's degree in public administration or related field
- Five years of experience as city manager, deputy city manager, or assistant city manager
- Experience and knowledge of budgeting, accounting, personnel administration and analytical and statistical skills
- Possession of a valid Kansas driver's license.
- Master's degree and progressively responsible management experience in local government and ICMA membership are preferred.

RESIDENCY REQUIREMENTS:

Must live within the corporate limits of the city within 60 days of appointment and thereafter.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with employees, officials and the public. (Daily)
Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)
Confer with management team to develop and coordinate administrative policy and to provide direction on matters which City Commission has requested. (Daily)
Effectively conduct studies and investigations. (Daily)
Actively listen to City Commission, citizens and staff. (Daily)
Communicate orally and in writing. (Daily)
Organize and prioritize the business of the City and provide timely follow-through to resolve issues before the City. (Daily)
Speak clearly and concisely to community groups. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)
Maintain and apply knowledge of the principles, practices and ethics of administration. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
Climbing/Balancing: Minimal, ability to sit and stand
Walking: Minimal amount required
Stooping/Bending: Frequently
Stand/Sit: Sit about 50 percent of the time
Reaching: Frequent, overhead as well as horizontal
Vision: Adequate to perform essential functions
Color Vision: Adequate to perform essential functions
Hearing: Adequate to perform essential functions
Speech: Frequently express ideas and be understood
Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability
Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside
Cold/Heat: Controlled
Wet/Dry: Controlled
Noise/Vibrations: Office equipment
Hazards: None
Fumes/Dust/Odors: None
Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.
Ability to understand basic mathematical and accounting concepts.
Ability to listen to and apply information and instructions.
Ability to organize files.
Ability to comprehend and apply computer software principles.
Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, tablet, telephone, copy machine, adding machine, calculator, fax machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

CITY COMMISSION APPROVAL:

Revisions approved May 22, 2025