

## **City of Hillsboro, Missouri**

### **POSITION: City Administrator/City Clerk**

**JOB ANNOUNCEMENT:** The current City Administrator/City Clerk retires on January 1, 2018. Because there is no assistant City Administrator or assistant City Clerk, some overlap will be necessary for the successful applicant to acquire the essential knowledge to insure the City continues to effectively function. Depending upon the qualifications and experience of the successful applicant, the overlap will be two or three months.

Individuals should submit a letter of application with résumé by August 18, 2017 to the City Administrator, City of Hillsboro, P.O. Box 19, Hillsboro, MO 63050. Applicants must have a bachelor's degree, and a master's degree in Public Administration, Business Administration/Management or Public Policy is desirable. The successful applicant will be required to live in Jefferson County within six months of being hired. Starting salary will be in the range of \$45,000 to \$55,000 depending on experience and qualifications.

Hillsboro is a fourth class city and is the county seat of Jefferson County. The City has a Mayor elected at large and eight Alderpersons, with two each representing one of four wards. The 2010 Census population was listed as 2,821 with the population in 2014 estimated to be 3,021. The City owns and operates its water and wastewater system. Fire protection is provided by the independent Hillsboro Fire Protection District with ambulance service provided by Valle Ambulance District. The Hillsboro R3 Public School system is located within the City but serves a large area of the county. Jefferson College is located adjacent to the City with its housing located within the City. The college has its own police department.

The City provides medical and dental coverage for full time employees and is a member of the Missouri Local Government Employees Retirement System, LAGERS.