

CITY OF JACKSON, MISSOURI

CITY ADMINISTRATOR



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The City of Jackson, Missouri is seeking a talented, resourceful, and inspiring leader to become its next City Administrator. The City of Jackson is located in southeast Missouri approximately 100 miles due south of St. Louis on Interstate 55. Jackson has a population of 15,702 and is the county seat of Cape Girardeau County. The current City Administrator will soon be retiring after serving in the position for 23 years. The City has had only three City Administrators in the past 50 years.

JACKSON, MISSOURI

Located in Southeast Missouri on Interstate 55 between St. Louis and Memphis, Jackson shares a municipal boundary with the City of Cape Girardeau located on the Mississippi River. This convenient access to interstate and river transportation enables the area to support a strong industrial and commercial base with a multitude of employment opportunities.

Not only do young families establish homes in Jackson to take advantage of the excellent public and parochial school systems, but many seniors also retire to Jackson to spend their golden years.

Within minutes of any location in Jackson, you'll find large retail shopping areas, two large regional hospitals, a regional airport, a variety of entertainment opportunities, a large assortment of casual and fine dining, and all levels of academic opportunities, including Southeast Missouri State University.

Jackson's motto, "City of Beautiful Homes, Parks, Schools, and Churches" reflects the hometown pride of our community. Whether your dream home includes turn-of-the-century craftsmanship, the charming coziness of a 1920s bungalow, a spacious executive home on a golf course, or the convenience of multi-unit senior living, you can find it in Jackson.

Historic uptown Jackson has remained a thriving commercial hub throughout Jackson's history, featuring a variety of specialty stores, businesses, restaurants, churches, and local government offices, all anchored by a stately courthouse square.

For outdoor activities, the rolling hills in and around Jackson provide plenty of opportunities. Jackson maintains 258 acres of beautiful city parks featuring a variety of organized youth sports programs, an expanding recreational trail system, and ample facilities for individual events and activities. Within minutes of the city limits, you'll also find Trail of Tears State Park and Bollinger Mill State Park.



JACKSON BY THE NUMBERS

Population:	15,702	Households:	
Geographic size:	10.8 sq. miles	Total households	5,928
Age breakdown:		Persons per household	2.54
Under 5	7.1%	Racial breakdown:	
Under 18	26.9%	White	91.6%
19-64	57.5%	Hispanic or Latino	2.7%
65 and over	15.6%	Black/African American	1.5%
Income:		Asian	.5%
Median household income	\$72,500	All other	3.7%
Per capita income	\$35,811	Housing:	
Persons in poverty	8.4%	Owner-occupied housing rate	70.2%
Education:		Median value (owner-occupied)	\$219,700
High school graduate or higher	93.6%	Median gross monthly rent	\$960
Bachelor's degree or higher	37.2%		



HISTORY OF JACKSON

Jackson's first post office was established in 1814 and the town was officially incorporated. In 1819. It changed its name from Byrdstown to Jackson and it became the first community in the nation to bear the name of President Andrew Jackson. At the time of its incorporation, Jackson had roughly 300 residents. The Town was platted in 1815 and in 1818 the first County Courthouse was constructed on Jackson's public square.

The town grew slowly and steadily in the early 1800s, but it suffered a setback in 1833 when an outbreak of Cholera purportedly killed 128 residents. Cholera struck again in 1852 causing many healthy and abled bodies Jacksonians to flee the community until the epidemic was brought under control. In the mid-1800's several new businesses were established in Jackson including a bank and two flour mills. However, the community could not escape the impact of the Civil War, and in 1861 a military skirmish took place on the outskirts of Jackson between the Union and Confederate Armies.

In 1877, Jackson was linked to Cape Girardeau by the first long-distance railway service line in Missouri. By 1884, the population of the City of Jackson had grown to 2,105, and the town supported 50 businesses. In 1884, by popular vote, it was decided to incorporate Jackson as a city of the fourth class. The current courthouse was built in 1908 and is "on the square" in the center of Uptown Jackson where Jones Drug Store still operates and has served the community since 1871.

Throughout its history, the residents of Jackson have maintained a strong sense of community pride and family values. Jackson is constantly expanding in size and population but has also remained home to many descendants of the original settlers of the area, wonderful proof that Jackson is an ideal community in which to raise a family and establish permanent roots.



THE COMMUNITY

Jackson residents take great pride in their community. This pride is evident in the clean and well-kept private and commercial properties throughout the city. It is evident through the beautiful and well-maintained parks and open spaces that are abundant throughout the community. It is evident by the broad community support for the local public and private schools. Jackson is truly an ideal place for families and individuals who appreciate safety, cleanliness, economic opportunity, and beautiful public spaces.

LOCAL ECONOMY:

Jackson's local economy is buttressed by a diverse number of small to medium-sized private employers in a variety of sectors including manufacturing, logistics and distribution, financial services, health care, and retail. The local economy is also supported by some notable major public employers including the Jackson Public School District, the Cape Girardeau County Government, and the City of Jackson.

In recent years, Jackson has experienced significant growth in retail development including restaurants and entertainment venues. The City has made a concerted effort to attract new business investment to the community, to diversify the local tax base, and to create new employment opportunities. In this regard, City officials work closely with its economic development partners, which include the Jackson Area Chamber of Commerce and SEMO Redi, which is the regional economic development agency serving all of Cape Girardeau County.

Many Jackson residents make the short commute to neighboring Cape Girardeau for employment. Cape is a major regional center of commerce in Southeast Missouri. It is home to several large businesses that attract employees from throughout the region. The following is a list of the largest employers located in Cape Girardeau along with the number of employees:

1. St. Francis Medical Center	2,817	5. Cape Girardeau Public Schools	713
2. Mercy Hospital Southeast	2,430	6. Community Counseling Center	460
3. Proctor & Gamble	1,200	7. Century Casino	450
4. Southeast Missouri State University	1,107	8. Mondi Jackson, Inc.	428



RECREATION AND CULTURE:

Jackson residents, both young and old, benefit from an abundant range of leisure time opportunities. The City of Jackson Parks and Recreation Department provides a wide array of programs and activities intended to satisfy virtually every possible interest. From youth sports programs (soccer, softball, baseball, basketball, swimming, etc.) to numerous adult programs and recreational offerings. The Parks and Rec Department also operates, manages, and maintains numerous recreation facilities including a public swimming pool, numerous baseball/softball fields, soccer fields, basketball courts, a recreational trail system, and an indoor civic center. The municipal parks feature playground equipment and covered pavilions for group gatherings.

The Jackson public swimming pool is a popular venue for all age groups during the hot and humid days of summer. In addition to recreational swimming, both group and private swim lessons are offered. The pool can also be rented by groups for special events.

The Jackson Civic Center is a beautiful facility providing a wide range of indoor recreational activities for all ages. It also features meeting rooms that are available for use by community groups and individuals. The Civic Center was also constructed with a "safe room" providing residents with a place to go in the event of severe storms.

The Parks and Rec Department also hosts the Jackson Municipal Band. Each Thursday at 7 pm during the summer months, the Jackson Municipal Band provides free weekly concerts for area citizens and visitors. The band also provides a venue for various talented individuals in the community by featuring a special guest performance at each of their weekly programs.

One of the Jackson Parks and Rec Department's most popular recreation facilities is the trail system. This trail network connects different areas around the city to each other. The trail is used by walkers, runners, and bicyclists. Motorized vehicles are prohibited on the trail.

Residents and visitors of Jackson alike enjoy the annual Uptown Jackson Oktoberfest event held every year in early October. Oktoberfest is presented in the style of a German Festival. This event features live music, authentic food and beer, and family-friendly activities to give one the sense of adventure that a trip to Munich would provide! You also won't want to miss the Jackson Holiday Extravaganza featuring a beautiful LED light display in the City Park that runs from the day after Thanksgiving until New Year's. Finally, for over 100 years, residents of the community have enjoyed the Annual Homecomers Celebration in the streets of Uptown Jackson.





Concerning cultural events, nearby Southeast Missouri State University provides the community with an impressive array of opportunities for those in the community with an interest in music, theater, dance, and fine arts. SEMO's River Campus in Cape Girardeau hosts numerous visual and performing arts programs throughout the year which area community members are invited and encouraged to enjoy. This, of course, is in addition to the school's NCAA athletic events along with a variety of celebrities and acclaimed scholars who speak at the university to which community members are invited.

The Trail of Tears State Park is very close to Jackson. This state park allows visitors to gain a better understanding of one of the saddest chapters in American history. The park is the location where nine of the 13 Cherokee Indian groups being relocated to Oklahoma crossed the Mississippi River during harsh winter conditions in 1838 and 1839. The park's visitor center tells the tale of the thousands who died on the forced march, as well as the park's many natural features. The park also has a brighter side: shaded picnic sites, hiking and horse trails, opportunities to fish in both the Mississippi River and Lake Boutin, and majestic views of the Mississippi River and beyond.

For someone who appreciates outdoor activities, the area surrounding Jackson is an outdoorsman's paradise. The Mississippi River valley of southeast Missouri can accommodate just about any outdoor activity that one can fathom including hiking, biking, boating, kayaking, fishing, water skiing, horseback riding, camping, hunting, you name it.



EDUCATION:

Jackson might be best known for its excellent schools. The Jackson R-2 School District is widely considered to be one of the finest public school systems in the state of Missouri. The District has nearly 6,000 students from Pre-Kindergarten through Grade 12. It also employs 920 faculty and staff. The District boasts an enviable student-teacher ratio of 16 to 1. It is ranked in the top 20 of all school districts in Missouri.

The District operates out of 8 school buildings including five (5) elementary schools, a middle school, a junior high school, and a senior high school. The District's motto of "Igniting Innovation... Continuing Excellence" underpins its impressive academic curriculum and the various extracurricular activities that are available to students. The community is also blessed with excellent private and parochial schools located in or near Jackson.

One cannot talk about education in the region without, once again, mentioning Southeast Missouri State University whose main campus is located just minutes away from Jackson in neighboring Cape Girardeau. SEMO not only provides comprehensive academic offerings in both undergraduate degree programs and postgraduate degree programs, but it also has a robust continuing education program that serves individuals and businesses throughout the region.



HEALTHCARE:

The region is extremely well-served with outstanding medical facilities and a wide range of medical care providers spanning an extensive array of healthcare specialties. Jackson is served by two comprehensive hospitals located in neighboring Cape Girardeau: St. Francis Medical Center and Mercy Hospital Southeast. Both medical centers have satellite facilities in Jackson. Both hospitals have emergency departments certified as Level III trauma centers, and both offer a wide range of urgent and acute in-patient and outpatient medical care services. St. Francis features 305 in-patient beds, while Mercy Southeast is a 245-bed facility.

In addition to these two outstanding medical facilities, the region is also served by Landmark Hospital in Cape Girardeau which is a 30-bed critical care hospital providing extended care to acutely ill patients, often coming directly from an ICU. Landmark is a solution for many patients who are not ready to go home, to a skilled nursing facility, or inpatient rehab.





MUNICIPAL GOVERNMENT IN JACKSON

The City of Jackson operates under a Council-Administrator form of government. The City is governed by a Mayor and an eight (8) member Board of Aldermen. The Mayor is elected at-large, while the Aldermen are each elected by wards (two per ward). The Mayor and the eight Aldermen are elected to two-year terms in April of each year. The Mayor and Board of Aldermen convene regular meetings on the first and third Monday of each month.

The current annual budget for the City of Jackson is \$40 million. The City has 153 full-time and part-time employees. The municipal government provides a full range of municipal services including water, sanitary sewer, and electric utilities. Other operating departments include Administration, Police, Fire & Rescue, Public Works, Sanitation, Parks & Recreation, Building and Planning, Finance, Human Resources, Information Technology, and the City Clerk.

The Mayor and Board of Aldermen appoint a City Administrator to oversee the operating departments and to manage the day-to-day affairs of the municipal government. The current City Administrator will soon be retiring after serving in the position for 23 years.

THE CITY ADMINISTRATOR POSITION

The City Administrator serves as the Chief Administrative Officer and is responsible for the oversight and coordination of all operating departments including the supervision and direction of all department directors. The Administrator serves at the pleasure of the Mayor and Board of Aldermen. The City Administrator, along with his or her team, provides professional and objective recommendations to the governing body on all policy matters. The City Administrator also works with the staff to prepare the City's annual operating and capital improvements budget for review and approval by the Board. It is the responsibility of the City Administrator to administer the budget as adopted by the Board. The City Administrator is ultimately responsible for the successful implementation of the policy decisions made by the Board of Aldermen.

The City Administrator must have a good overall understanding of all aspects of municipal government operations. He or she must be a good communicator, have strong supervisory skills, and possess significant budgeting and financial management experience. The Jackson City Administrator must also be trustworthy, ethical, and a person of absolute integrity.

REQUIRED QUALIFICATIONS:

All applicants for the position should possess, at a minimum, a bachelor's degree and five (5) years of increasingly responsible managerial experience. A master's degree in public administration, business administration, or some other related field of study is preferred but not required. It is also desirable that applicants have experience in municipal administration and management, preferably as a city administrator/manager or an assistant city administrator/manager.

THE IDEAL CANDIDATE:

The Mayor and Board of Aldermen have identified the following skills, experience, and personal attributes as being highly desirable for the new City Administrator to possess:

- A proven leader who is honest, diplomatic, accountable, empathetic, engaged, enthusiastic, open-minded, and flexible.
- Plays an active and visible role in the community beyond what is required by his or her municipal duties.
- Will create a strong team-oriented culture among the municipal staff, and serve as a coach, mentor, teacher, and motivator to the department heads. Establishes clear performance expectations for professional staff but allows them to do their work without unnecessary interference.
- Is always organized and well-prepared.
- Is a collaborative leader who seeks opportunities to partner with other public and private entities in the region.
- Is accessible and approachable by members of the community.
- Is adept at helping parties resolve disagreements by developing creative solutions that are based on shared values and desired outcomes.
- Consistently responds promptly to requests from elected officials, staff, and community members.
- Is an innovative, resourceful, and strategic problem-solver who is always searching for new methods and practices to benefit the citizens of Jackson.
- An effective communicator who can adjust his or her communication style to fit the audience and is able to communicate complex information in a manner that is concise, clear, and understandable.
- Is an experienced local government administrator with a significant background in budgeting & financial management, strategic planning, economic development, staff hiring & oversight, and public infrastructure.
- Embraces new technologies, as well as the use of data, in improving the efficiency and effectiveness of municipal operations.
- Is committed to the highest standards of integrity and ethical conduct in carrying out the responsibilities of the position.



COMPENSATION AND HOW TO APPLY

The annual starting salary range for this position is \$135,000 to \$160,000 DOQ/E. The City Administrator also is assigned a municipal vehicle. In addition to the annual salary, the City of Jackson will provide an outstanding package of fringe benefits. Residency within the corporate limits of Jackson is required within six (6) months of the start date. The City will also reimburse the successful candidate for reasonable relocation expenses.

To apply for the position, please submit a cover letter, resume, and five (5) work-related references to the attention of Mark R. Peterson, Senior Consultant, GovHR USA, at www.govhrusa.com no later than June 10, 2024. All applications must be submitted electronically. Please direct all questions to Mr. Peterson at (309) 825-5091.

The City of Jackson is an Equal Opportunity Employer.



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