



200 Second Street • Kennett, Missouri 63857

Phone : 573 - 888 - 9001 • Fax : 573 - 888 - 4011

Email : [cityclerk@cityofkennettmo.com](mailto:cityclerk@cityofkennettmo.com)

## **JOB POSTING**

### **City Administrator**

The City of Kennett, Missouri is seeking to fill the position of City Administrator. Kennett is a 3<sup>rd</sup> class City governed by Missouri State Statutes with a current population of 10,520. Kennett residents are represented by a Mayor (elected at large) and ten Council Members (2 members per ward). City Council Meetings are held on the first and third Tuesdays of each month. City Departments include Administration, Police, Fire /Emergency Management/Code Enforcement, Parks and Recreation, Street/Stormwater and Humane. The Kennett Board of Public Works, which is overseen by a separate board, offers utilities (electric, gas, water, sewer), internet and sanitation.

#### **Duties**

- Creation of policies for the health, safety and/or welfare of the City or for improvement of administrative services
- Oversee the preparation of bid specifications for multiple departments
- Oversee the preparation of financial reports for multiple departments
- Present an annual report to the City Council and public regarding the state of the City
- Preparation of City Council Agendas
- Attend City Council Meetings
- Attend Department, Commission and Committee Meetings
- Coordinate State and Federal Aid Programs
- Attend Conferences on behalf of the City
- Prepare Press Releases to inform the public of actions taken by the City Council
- Maintain records of all actions taken
- Oversee the appointment and discharge of City employees

#### **Qualifications**

A minimum of a bachelor's degree in administration management or related field. A minimum of five years of experience in public administration with an emphasis on economic development. Experience in Human Resources a plus.

#### **Requirements**

- Residency within the City of Kennett within six months of appointment.
- Possession of a valid motor vehicle operator's license issued by the State of Missouri.

Any questions about this opening can be directed to the City Clerk at [cityclerk@cityofkennettmo.com](mailto:cityclerk@cityofkennettmo.com) or (573) 888-9001.

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APPLICATIONS ARE BEING TAKING UNTIL MONDAY, JANUARY 19TH, 2026 AT 5PM.  
RESUMES CAN BE TURNED INTO/MAILED TO CITY HALL, ATTENTION: CITY CLERK,  
200 CEDAR STREET, KENNETT, MISSOURI 63857 OR VIA EMAIL TO  
[CITYCLERK@CITYOFKENNETTMO.COM](mailto:CITYCLERK@CITYOFKENNETTMO.COM).