



CITY MANAGER

Annual Salary:
\$153,000–\$165,000 DOE/DOQ

Berkeley, Missouri

Are you an experienced municipal executive who can strengthen an organization, build an effective leadership team, manage complex finances, and help position a community for long-term growth? If so, apply to be the City of Berkeley's next City Manager!!

We're looking for an exceptional, resilient, and community-focused leader who is:

- A strategic and hands-on municipal administrator
- A skilled financial manager and organizational leader
- An effective communicator who can build trust with elected officials, employees, residents, businesses, and regional partners

City of Berkeley — "A Planned Progressive Community."
Read on to learn more about this opportunity!

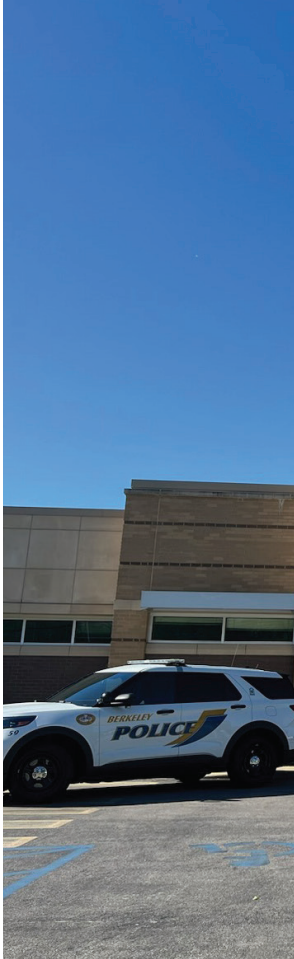
ABOUT THE COMMUNITY

Located in St. Louis County, Berkeley is a well-connected community with convenient access to the greater St. Louis region. The community sits between Interstates 270 and 70 along Highway 170, providing excellent regional transportation access.

Berkeley is a community focused on strengthening quality of life while creating opportunities for future growth. In recent years, the City has invested significantly in community facilities and amenities. Improvements include construction of a new firehouse, major renovations to local parks and the City pool, the addition of a splash pad, and installation of electric vehicle charging stations.

The City is continuing that momentum. Future initiatives include preliminary plans for improvements to Memorial Park and beautification of the City's entrance, supported by grant funding and corporate participation. Berkeley is also rebuilding its City website and has purchased property for a potential future community center.

Community engagement is another important part of Berkeley's identity, with the City Council supporting events designed to bring residents together. Its location, transportation connections, proximity to major employers, airport activity, and opportunities for redevelopment also provide a foundation for continued economic development.



POPULATION
8,026



MEDIAN HOUSEHOLD INCOME
\$44,265



MEDIAN HOME VALUE
\$82,300

AVERAGE MONTHLY RENT
\$1,074

Tourism



History



GOVERNANCE & ORGANIZATION

Berkeley operates under a Council-Manager form of government. The governing body consists of seven members: the Mayor, one at-large Council Member, and five ward representatives. Elected officials serve four-year terms with no term limits. The City Manager serves as Berkeley's Chief Administrative Officer and reports directly to the City Council.

The City has approximately 110 employees and a total fiscal-year budget of approximately \$14.97 million.

The City provides a broad range of municipal services, including:

- Administration
- Police and public safety
- Fire and emergency services
- Public works and infrastructure
- Parks and recreation
- Economic and community development
- Finance and human resources



ABOUT THE JOB

The City Manager serves as the Chief Administrative Officer of the City of Berkeley, administering municipal affairs in accordance with the City Charter and directives of the City Council. The Manager translates Council priorities into actionable strategies and measurable outcomes while overseeing the City’s daily operations.

The new City Manager will:

- Direct and manage daily City operations and supervise department leadership.
- Develop and administer the annual budget while strengthening fiscal responsibility and long-term financial planning.
- Translate City Council priorities into organizational goals, strategies, and performance measures.
- Lead economic and business development initiatives that attract investment and support existing businesses.
- Improve organizational effectiveness, service delivery, accountability, and employee morale.
- Build positive relationships with residents, elected officials, employees, businesses, and regional partners.
- Review legislation and recommend appropriate policies and strategies to the City Council.

QUICKFACTS

- **Employees:** Approximately 110
- **City Budget:** Approximately \$14.97 million
- **Reports To:** City Council
- **Government:** Council-Manager
- **Governing Body:** Mayor and six Council Members

KEY PROJECTS & PRIORITIES

- **Organizational Stabilization:** Assess City operations, establish clear priorities and accountability, improve employee morale, and rebuild confidence in City government.
- **Leadership Team Development:** Recruit and retain strong department leaders and fill key vacancies, including Human Resources, Police, and Economic Development.
- **Financial Sustainability:** Strengthen budgeting and expenditure controls and establish a multiyear financial and capital improvement plan.
- **Economic Development:** Create a cohesive strategy that capitalizes on Boeing, airport activity, major employers, highway access, redevelopment opportunities, and regional partnerships.
- **Community & Infrastructure Investment:** Address City facilities and infrastructure, strengthen public safety and core services, and advance community-focused projects.
- **Council-Manager Relations:** Establish appropriate Council-Manager boundaries while improving communication, professionalism, responsiveness, and follow-through.

Job Description



IDEAL CANDIDATE

Berkeley's next City Manager will be an experienced municipal executive prepared to stabilize and strengthen the organization while establishing a clear direction for its future. The successful candidate will know how to build effective management teams, improve morale and accountability, recruit talented department leaders, and manage complex municipal operations.

Strong financial management skills are essential, including experience developing and monitoring budgets, understanding revenue streams, controlling expenditures, and planning for long-term financial and capital needs. The candidate should also understand economic development, redevelopment, business recruitment and retention, incentives, grants, and infrastructure investment.

Equally important will be confidence, resilience, integrity, transparency, and sound professional judgment. The next Manager must understand appropriate Council-Manager boundaries, provide candid professional advice, communicate effectively with diverse stakeholders, rebuild trust in City government, and make a meaningful long-term commitment to Berkeley.



EXPERIENCE & QUALIFICATIONS

Required:

- Proven management experience, including supervising teams and leading organizational change.
- Demonstrated expertise in strategic planning, project management, and process improvement.
- Understanding of the City Charter and its application to municipal operations.
- Knowledge of municipal budgeting and public finance.
- Experience with business development and economic growth initiatives.
- Strong leadership, public speaking, negotiation, and stakeholder-engagement abilities.
- Knowledge of local laws and regulations.
- Understanding of human resources management practices and staff development.
- Microsoft Office proficiency.
- CJIS clearance.
- Valid driver's license.
- Master's degree in Public Administration, Business Administration, or a related field; a bachelor's degree may be considered with applicable experience and skill sets.

Preferred/Advantageous:

- Sales or marketing experience that can support promotion of City initiatives.
- Extensive municipal executive leadership experience.
- Economic development and redevelopment experience.
- Experience overseeing public safety, human resources, and other core municipal functions.

Residency: The selected City Manager is required to establish residency within the City of Berkeley within one year of appointment.

SALARY & BENEFITS

- **Compensation:** \$153,000–\$165,000 DOE/DOQ.
- **Medical:** UnitedHealthcare medical coverage. The City's current Choice Plus plan includes preventive care at no cost, a \$25 primary care office visit copay, \$50 specialty visit copay, and access to virtual visits.
- **Dental & Vision:** MetLife dental and vision coverage is available to eligible employees.
- **Additional Coverage:** Various voluntary benefits are available through MetLife or Aflac.
- **Paid Leave:** The City provides an accrued PTO program based on years of service; specific provisions for the City Manager are expected to be included in the Council's employment offer.
- **Retirement:** The City participates in the Missouri LAGERS retirement program and currently contributes 4.3% of monthly gross wages for eligible employees. A voluntary, no-match 457 plan is also available.
- **Technology:** Cell phone provided.
- **Additional Benefits:** Relocation reimbursement, housing assistance, or other hiring/retention benefits may be offered at the discretion of the City Council.
- **Employee Assistance Program:** Employees have access to confidential EAP services, including three free counseling sessions per incident, per year.



HOW TO APPLY

Apply Here



For more information on this position, contact:

Billy Owens, Senior Vice President, Executive Recruitment

billyowens@governmentresource.com | 972-989-3686

The City of Berkeley is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.