

## **City of Kirkwood Administration**

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The City of Kirkwood in its charter chose to place legislative and policy-making authority with the City Council and administrative authority with the Chief Administrative Officer. The Administration Department helps “facilitate the prompt, economical and efficient dispatch of city business” (Charter of the City of Kirkwood, Missouri, 1983). It also serves as an important interface between the council, the public, and city departments. Members of the department bring to the city professional city management and public relations skills and play an important leadership role in the governance of the community

### **Staffing**

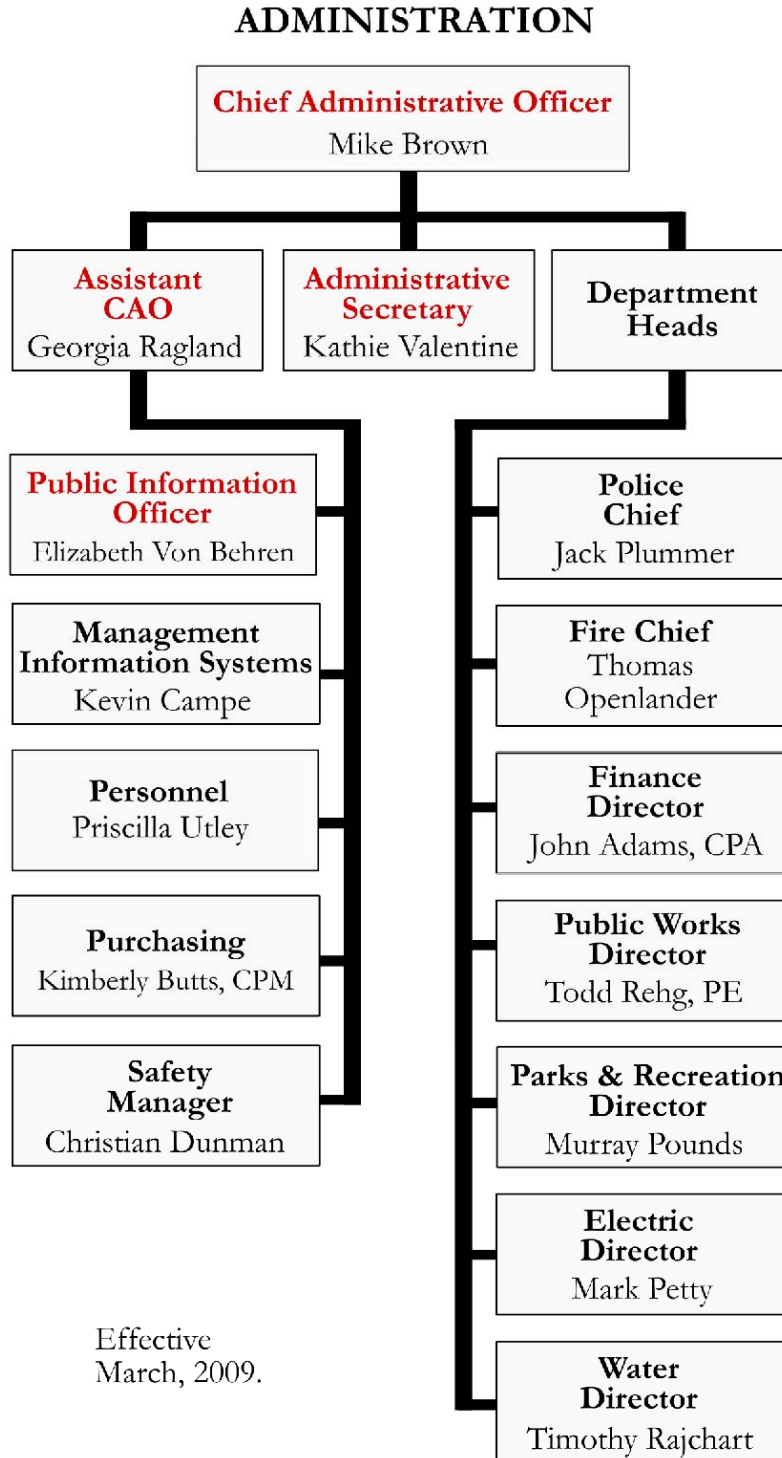
The Administration Department consists of the Chief Administrative Officer, Assistant Chief Administration Officer, Public Information Officer, and an Administrative Secretary. Attached is an organizational chart showing direct reports. Reporting to the Chief Administrative Officer is the Asst. CAO, Administrative Secretary, and eight department heads for a total of ten (10) direct reports. Departments reporting to the Asst. CAO include Personnel, Purchasing (includes Fleet and Building Maintenance), Safety, as well as the Public Information Officer.

### **Functions**

The Administration Department links the vision set out by the elected officials with the departments responsible for implementing that vision within the parameters of the city’s code of ordinances and adopted budget.

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The city council, along with city staff, set forth the city's core values and goals. The work of the Administration Department actively furthers those values and goals. Other activities support core values of providing exceptional services and involving the local community. All members of the administrative staff maintain a variety of relationships and communication channels through community organizations like the Chamber of Commerce, Rotary, R-7 School District, Glendale-Kirkwood Kiwanis, etc. Listed below are a few specific areas of responsibility for each staff member.

### **Administrative Secretary**

Provides support to the CAO and ACAO, and is the first point of contact for the public when interacting with the Administration department.  
Provides secretarial support to the Police and Fire and Civilian Employees Pension Boards and other boards/committees as needed – i.e. preparing meeting packets, composing minutes, etc.  
Coordinates the Mission Possible Committee, the employee awards and recognition luncheon, and handles block party requests.  
Writes articles for and coordinates the employee newsletter.

### **Public Information Officer (PIO)**

Ongoing communication with media contacts; developing relationships with local reporters and working with them to get the information they need to report on issues affecting the City of Kirkwood.  
Approves, formats, and posts information on the web site.  
Develops and maintains printed communication pieces that help citizens better understand their local government and the services provided.

### **Assistant Chief Administrative Officer (ACAO)**

Provides staff support to the two pension boards, Civil Service Commission, and the Kirkwood Urban Forestry Commission.  
Administers the city's various benefit programs for employees.  
Supervises the Public Information Officer and the managers in charge of Personnel, Purchasing, and Safety departments.  
Assists the CAO and city council in a wide range of special projects.

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### Chief Administrative Officer (CAO)

Coordinates materials in support of council work sessions and formal meetings as well as meeting agreed upon strategic goals. By charter the CAO is responsible for the administration of all city operations.

### **2009-2013 Strategic Plan Goals**

- A. *Strengthen relationships among and between City departments, City Council and staff, and citizens through better communication and greater emphasis on trust, cooperation, and civility.*
- B. *Improve City government responsiveness to citizens needs by identifying what is most important to the community and encouraging active participation in decision making.*
- C. *Invigorate economic development with more targeted planning that assists existing businesses and attracts industrial and commercial development.*
- D. *Maintain City revenues and reserves sufficient for providing quality services.*
- E. *Improve aging public infrastructure with a plan that sets priorities, identifies funding options, and provides an implementation schedule.*
- F. *Increase City service efficiency through identifying more efficient methods for providing services, sharing costs, contracting services, enhancing technology, and promoting innovation.*