



**THE CITY OF GARDEN CITY,
KS**

*INVITES YOUR INTEREST IN
THE POSITION OF*

MUNICIPAL PROSECUTOR



The Community

Garden City, Kansas, is located near the center of the world's largest winter wheat production area, 75



miles east of the Colorado State line and 200 miles west of Wichita, Kansas. The City encompasses 8.57 square miles of land in Finney County, Kan-

sas. With a current population of approximately 29,000, the City continues to grow and prosper. The community is strengthened by a regional medical center, airport and retail trade area.



The opportunity to learn and the art of learning are central philosophies for our educational system. Private and public schools include 16 elementary schools, 2 middle schools, 2 fifth and sixth grade centers, a high school and a community college that offers diverse learning opportunities to all age and interest levels.

Agribusiness is the base of our economy and with this comes a multitude of related industries that have a worldwide impact. Because of the tremendous volume and wealth of agribusiness, manufacturers and marketers are locating in the Garden City area to better serve this broad consumer base. Industries in and around Garden City offer products or support services such as oil and gas, water well technology, systematic irrigation, box fabrication, metal casting and fabrication, extrusion of plastics and the list continues to grow.

St. Catherine Hospital has become a regional health center for the

Southwest Kansas region. This hospital, complete with the latest in medical technology and equipment has 24 hour emergency services, a Level II Newborn Intensive Care Unit, a Cardiac Rehabilitation Unit, a Cancer Treatment Center, an Ambulatory Surgical Center, along with Telemedicine and Telerradiology facilities. It serves as headquarters for over 48 physicians and 600 employees.

Garden City offers two golf courses, one of which is Buffalo Dunes, ranked as one of the top 100 public courses in the US by Golf Digest and an 18 hole private golf course in Southwind. The community also offers the Lee Richardson Zoo, the world's largest municipal swimming pool, a litany of beautiful parks located throughout the city and a number of special public events held throughout the year.



Government

The City of Garden City was incorporated in 1883 and became a city of the first class in 1974. The City operates under a Commission-Manager form of government with commissioners having staggered terms.

The Mayor is elected to a one-year term by the Commissioners. The five members of the City Commission are elected to overlapping four-year terms of office. An election for City Commissioners is held every odd-numbered year.



The City Manager is appointed by the Mayor and City Commission and is charged with the efficient and effective administration of the City.

The Position





The Prosecutor reports directly to the City Manager and is responsible for prosecution of municipal ordinance violations in the Municipal Court of the City of Garden City, and the supervision and management of the staff and budget of the office of the City Prosecutor in the City of Garden City Municipal Court.

Ideal Candidate

Education and Experience

Candidates for the position will have a J.D. degree from an accredited law school, with two (2) years of legal and trial experience; admitted to practice before the Supreme Court of the State of Kansas.

Knowledge and Skills

- The preferred candidate will possess working knowledge of the principles of criminal law, particularly as they relate to the prosecution of municipal ordinance violations.
- Working knowledge of Kansas statutes and municipal ordinances.
- Working knowledge of municipal court methods and procedures.
- Exceptional trial skills.
- Ability to apply legal principles to individual cases and problems.
- Ability to perform self-directed research and analysis as required for effective prosecution.
- Ability to communicate clearly and effectively, both orally and in writing.
- Adherence to highest ethical standards.

Management Style, Abilities and Personal Traits

The preferred candidate will display skills in motivating, training and super-

vising personnel to work and function in a team atmosphere. The preferred candidate will also show the ability to effectively communicate with other City employees, business and government leaders as well as members of the general public.

Compensation

The City of Garden City offers a competitive benefits package with a salary range of \$45,237 to \$67,856.

Health & Welfare - The City provides a full family medical package that includes medical, prescription and dental insurance. All dependents up to age 23 (providing they are enrolled in school) are covered by City benefits. All employees are required to pay a share of insurance premiums through payroll deduction. Presently that share is either \$53.75 per month for single coverage or \$96.75 per month for family coverage.

Retirement - The City participates in the Kansas Public Employees Retirement Program (KPERs). The City contributes a percentage based upon the employee's earnings. The employee will contribute of 6% of their gross earnings each pay period.

Deferred Compensation - The City offers a deferred compensation program to all employees on a voluntary basis for additional retirement savings.

Life Insurance - The City provides life insurance to all full time employees at one and a half times their annual salary.



A full time employee can voluntarily choose to purchase additional life insurance through KPERS on themselves.

Holidays - 9 holidays and 2 personal days are granted annually.

Leaves - Vacation leave is accrued at the rate of 12 days per year for 0-5 years, 16 days per year for 6-10 years, 18 days per year for 11-15 years and 22 days per year for 16+ years. Personal leave of 2 days per year. Sick leave is also an available benefit.

Professional Development - The City Manager is committed to providing Staff with exceptional training opportunities including regular attendance at State and National professional conferences within their relevant disciplines.

Other - A Flexible Spending Program, Employee Wellness Program, Educational Reimbursement, Employee Recognition Plan and Computer Purchase Program are all offered through the City of Garden City.

How to Apply

Applicants should send their resume, writing and research samples and three (3) business related references to:

Michelle Stegman, HR Director
City of Garden City
PO Box 499
301 N. 8th Street
Garden City, KS 67846

Voice: 620.276.1175

Fax: 620.276.1169

Email: mstegman@garden-city.org

Open until filled. Resume review to begin February 1, 2010.

THE CITY OF GARDEN CITY IS AN EQUAL OPPORTUNITY EMPLOYER/VPE

