



Job Notice: Assistant Executive Director

The League is a nonprofit, nonpartisan, voluntary association of 88 cities, villages, and county governments in the St. Louis region. Founded in 1918, the League advocates on behalf of our membership, promotes collaboration among elected officials, and offers training, resource materials, and special studies that improve the quality and efficacy of municipal governments.

The League also provides administrative management for the St. Louis County Park Grant Commission, a political subdivision of the State of Missouri. The Commission was created to improve, restore and expand municipal parks in St. Louis County. At the direction of the Park Commission, responsibilities include, maintaining financial records, managing sales tax revenues, scheduling meetings, reviewing grant applications, issuing and tracking grant agreements, inspecting completed projects, and processing grant reimbursements.

The League is managed by the Executive Board, consisting of member-elected officials. The Assistant Executive Director reports to the Executive Director. Duties include clerical-based work and assisting in maintaining League records. Essential functions include but are not limited to preparing meeting agendas, packets, and minutes for distribution; proofing, formatting, and publishing League policies; scheduling and preparing rooms for meetings; processing Freedom of Information (FOIA) requests and internal records requests; photocopying projects; and paperwork/records compliance. Also tracking and drafting weekly legislative update for distribution each Friday during the State's legislative session.

A successful candidate must be able to communicate professionally via phone and email. Candidates should possess strong proofreading, problem solving, and communication skills, as well as the ability to work independently and in a group environment. Candidates must have experience with Microsoft Office 365, QuickBooks, and accounting fundamentals with minimum of two years' experience in office management or executive office duties.

The ideal candidate should have, knowledge of municipal governmental structure, an understanding of Missouri State statutes, basics of public meetings (Open Meetings Act and Roberts Rules of Order), budgeting, and finance capabilities.

The position is open until filled but the League is eager to fill this position so the first applicant reviews will begin February 1, 2024. Included below is a detailed job description, employee benefits and pay range information.

To apply, please email cover letter, resume, and contact information for three references to Pkelly@stlmuni.org or by U.S. mail to:

Assistant Executive Director
Attn. Pat Kelly
Municipal League Metro St. Louis
11911 Dorsett Road
Maryland Heights, Mo 63043

Assistant Executive Director

Key Responsibilities:

- Assists in preparation of the draft of the annual League budget; makes all deposits; prepares federal, state, and employment security quarterly and annual reports and prepares annual W-2's; maintains automated bookkeeping system; maintains all personnel records. Assists auditor on an annual basis.
- Park Commission Duties - Assists Executive Director with preparation of annual grant applications. Provides initial scoring of all applications. Prepares all meeting notices, attends meetings, prepares minutes. Handles all accounting including adding new grants into bookkeeping program, prepares checks for grants and administrative costs, coordinates signatures on checks by commissioners. Prepares basic grant construction and planning grant contracts and coordinates municipal and commissioner signatures on documents. Prepares monthly financial reports. Conducts inspection of completed grant projects prior to reimbursement.
- Reviews all bills introduced by the Missouri General Assembly; keeps status of bills throughout the session, detailing those of municipal interest, prepares weekly legislative updates and analyzes newly enacted statutes affecting municipalities.
- Reviews St. Louis County Council agenda and tracks bills and issues affecting municipalities.
- Prepares annual directory. Maintains database of email and mail addresses.
- Technical assistance--researches and responds to requests for information from municipal officials, other agencies, and the public on a wide range of subjects related to municipal government.
- Acts as a liaison to the Legislative Affairs Committee and other League committees as assigned (Finance, By-laws, etc.). Sets up meetings, researches and prepares agendas, minutes, and other materials for the Committee's use. Acts as a liaison to other organizations and committees as assigned.
- Supervises interns and part-time staff. Assumes responsibilities of the Executive Director in his/her absence.
- Reviews and edits monthly newsletter; assists in preparation for email delivery.
- Distributes information to members on other grants available and promotes funding of grants.
- Represents League at other association meetings as assigned, including City Clerk and Finance Officers Association (CCFOA), Government Finance Officers Association (GFOA) and East-West Gateway (EWGW).
- Assists the Executive Director with provision of services to members as needed and with other assignments necessary to deliver effective service given that the League has only three employees.
- St. Louis Area City Managers Association (SLACMA) Duties - Prepares email notices for monthly meetings and compiles reservations. Coordinates lunches and collects lunch payments. Sends annual dues notices and invoices for social events. Collects all payments, makes deposits, prepares monthly and quarterly bank statements.

Education and Experience

- Bachelor's degree in business administration, public administration, political science, public policy, or a related field, plus four to six years of related work experience, or an equivalent combination of education and experience.
- Master's degree preferred.

Functional Knowledge

- Knowledge of public administration theory, principle and practices, and their application.
- Ability to acquire and apply understanding of the League's policies and procedures.
- Strong analytical skills and a curiosity about how to improve processes and continue delivering more value to our members and affiliates.
- Strong project management skills and a keen ability to drive projects to completion and meet deadlines.
- Knowledge of Missouri records retention laws and the Missouri Freedom of Information Act.
- Strong technology skills and interest in continued integration of technology in business processes, eagerness to learn and apply emerging technologies.

Interpersonal and Communication

- Excellent customer service skills.
- Strong communication skills, including written and presentation skills; ability to adapt communication style to audience and situation.
- Ability to work independently and in group settings.
- Commitment to maintain strict confidentiality of private, sensitive, or confidential information.

The League offers competitive compensation with a salary range of \$70,000 to \$90,000 dependent on qualifications, along with a comprehensive benefits package including annual leave, sick leave, holidays, medical, life insurance, retirement pension (employer contributes 12.5%), and an employee-voluntary contribution 457 Plan.

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For additional information, contact Pat Kelly, Executive Director, 314-726-4747.