

City Administrator Kathy A. Raney, MMC  
City Clerk

Education: Attended San Juan College, Farmington, NM (Major: Elem. Ed/Minor: Music)

Graduate: Wichita State University/Municipal Clerk's Certification Institute November, 2000

Certified Municipal Clerk: Certification obtained through the International Institute of Municipal Clerk's (January 2001); Master Municipal Clerk Academy designation (February, 2003); First Level Master Municipal Clerk Academy (July 2005); 2nd Level Master Municipal Clerk Academy (Feb. 2007)

Received Master Municipal Clerk certification in May, 2010. Completed Mini MPA (Masters Public Administration) Program through WSU/Hugo Wall School in May, 2010

Note: First ever Certified Municipal Clerk for the City of Rose Hill; First ever Master Municipal Clerk Academy member for City of Rose Hill. Chosen as "City Clerk/Director of Finance Officer of the Year" for 2007 by the City Clerks/Municipal Finance Officers Association of Kansas.

Work History: 1978-1984: Insurance Agency Secretary

1984-1990: Bank Loan Secretary/Marketing Asst.

1995-1998: Secretary to Administrator/Primary School – USD #394

1998-2009: City Clerk/Director Finance, City of Rose Hill

2009 - present: City clerk / City Administrator

#### Responsibilities

The mayor, with the consent of the city council, appoints the city administrator. The city administrator's responsibilities and duties are outlined in city ordinance to include:

- Supervise and coordinate all administrative departments and services of

the city and be responsible for the proper and efficient discharge of the duties of city administration officers and employees.

- Recommend to the mayor for the approval of the governing body the hiring of all appointive officers.
- Hire all line employees, after consultation with department heads and with the mayor.
- Provide guidance and direction to department heads in the implementation of all city ordinances and administrative policies as developed by the governing body.
- Prepare and submit the annual budget of the governing body, with the assistance of the city clerk, keeping the governing body completely, and timely advised as to the financial condition of the city.
- Exercise general supervision and control over all city purchases and expenditures in accordance with the budget and such policies as may be established by the governing body.
- Recommend to the governing body a schedule of salaries for all officers and employees.
- Supervise the care and management of all city owned land, property, buildings, and equipment.
- Develop and prepare such planning, short range and/or long range, as the governing body shall request and shall submit such planning to the governing body for action.
- Attend all meetings of the governing body and such other meetings of commissions and other organizations as the governing body shall designate.
- Shall regularly report on the status of the city and its services to the governing body and make such recommendations as are deemed necessary for effective administration of all city services.