



— POSITION AVAILABLE —

CHIEF ADMINISTRATIVE OFFICER Apply ASAP but no later than March 6, 2026

Welcome to the picturesque City of Kirkwood – affectionately known as the “Queen of the Suburbs” and for good reason. Just 14 miles southwest of St. Louis, Kirkwood blends the inviting charm of a close-knit community with the convenience and energy of a major metropolitan area. Stroll past beautifully preserved historic homes, spend an afternoon exploring the vibrant downtown filled with local shops and eateries, or join neighbors at one of the many beloved festivals that bring the city to life throughout the year. In Kirkwood, you don’t just find a place to live—you discover a place where you truly belong.

The region offers many opportunities for a person to escape daily demands and connect with nature. Kirkwood hosts the Powder Valley Conservation Nature Center, which is owned and operated by the Missouri Department of Conservation. The Center is an educational park with a handful of short nature trails and informative exhibits. To the City’s south is the Meramec River, where visitors can enjoy boating activities and fishing. Further out is Lone Elk Park (10 miles southwest), a wildlife management area known for sightings of elk, waterfowl, and bison. Meramec State Park is 57 miles southwest and is a great location for hiking, kayaking, and fishing.



Golfers eager to make the most of their tee time will find Kirkwood perfectly positioned for play. Greenbriar Hills Country Club offers a beautifully maintained course right in town, giving residents a premier golfing experience just minutes from home. And the options don't stop there. Head east to discover the prestigious Westborough Country Club and the historic Algonquin Golf Club, both known for their exceptional fairways and welcoming atmospheres. Venture just west of the city limits and you'll reach the Family Golf and Learning Center, an ideal spot for sharpening your skills or introducing newcomers to the game.

Kirkwood is bursting with life, offering something memorable for every kind of explorer. Families can spark curiosity and imagination at The Magic House—St. Louis Children's Museum, or hunt for their next rainy-day challenge among the endless options at Puzzle Warehouse. Food lovers are drawn to Nathaniel Reid Bakery, where each pastry is crafted with such artistry and flavor that one visit quickly becomes a habit. For an elevated evening out, Peppé's Apt 2 and Citizen Kane's Steak House deliver the kind of fine dining that turns a simple dinner into a special occasion. And when you're ready to wander, the boutiques and eateries of the Downtown Kirkwood Special Business District create the perfect backdrop for an afternoon of discovery. In Kirkwood, every outing feels like an experience worth savoring.

Additionally, Kirkwood is a time capsule containing the true essence of the classic Midwest heritage along the Mississippi River. The City is home to 85 designated city landmarks, as well as 24 properties and four historic districts listed on the National Register of Historic Places. (This list can be found on the City's website.) One such treasure is the historic Kirkwood Train Station, a building holding over 130 years of the City's history. The station is also an active Amtrak station, offering access to the Missouri River Runner service. This iconic landmark is beloved by all, especially the Kirkwood resident volunteers who work at the train station.

The City hosts an assortment of festivities to continue fostering a strong sense of community. In June is the Route 66 Cars and Guitars Festival, a tribute to the City's rare history of being built along three different Route 66 alignments. In September is the

Annual Greentree Festival at Kirkwood Park. Though the first Greentree Festival in 1961 was created to replace the trees lost to Dutch elm disease, the subsequent festivals have celebrated the City's decades-long heritage. Another fun event is the October Witches Walk in Downtown Kirkwood, complete with food, dancing, and a costume competition.

The City has many other activities and events throughout the year. Every Saturday from April to September, people enjoy strolling through the Kirkwood Farmers' Market to purchase fresh local produce and other goods. For music and theatre fans, seeing a performance at the Kirkwood Performing Arts Center (KPAC) is a must. The KPAC houses two theatres, a 2,000 square-foot event space, two lobbies, and a 3,500 square-foot event lawn, all with extensive ADA accommodations.

In addition, Kirkwood Parks and Recreation Department has worked hard to provide facilities and spaces to meet the City's residents' health and wellness needs. For instance, Kirkwood is home to over 200 acres, 13 parks, and several trails designed to help families get their energy out and encourage everyone to stay fit. Favorite locations include the Ice Arena at the Community Center and the Racquet Center. The City also provides numerous youth and adult sports programs, such as pickleball leagues, adult softball, group fitness classes, and Supertots classes for active toddlers.

The City is truly an exceptional place to put down roots. (Niche, 2026) ranks it #8 out of 351 for "Best Places to Live in Missouri" and #10 for "Best Places to Raise a Family," reflecting the community's strong appeal. Residents enjoy an affordable cost of living, reassuringly low crime rates, and a welcoming atmosphere where neighbors look out for one another. It's the kind of place where comfort, connection, and quality of life come naturally.

Kirkwood offers a wide range of housing choices, from modern townhomes and convenient condominiums to charming single-family residences and spacious multi-family properties. As of December 2025, the median home sale price sits at \$425,000 (Realtor), reflecting the community's strong appeal and enduring value. Buyers can often find a three-bedroom, two-bathroom single-family home of roughly 1,800 square feet

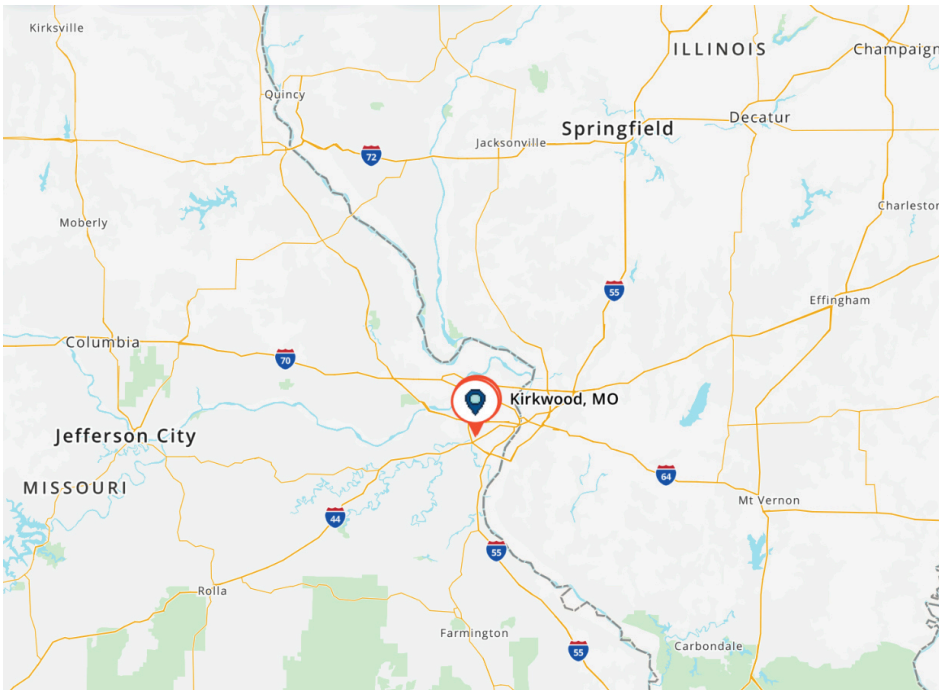


Figure 1: Location of Kirkwood, MO

listed around \$395,000, making Kirkwood an attractive option for those seeking both quality and affordability.

Schools in the City are highly rated. Kirkwood School District, the oldest school district in St. Louis County (chartered in 1865), provides traditional public school for the area. It maintains five elementary schools, two middle schools, and one high school. Kirkwood Senior High is ranked as #8 for “Best Public High Schools in Missouri” (Niche, 2026). The District also has a licensed and fully accredited Kirkwood Early Childhood Center, which offers preschool, early childhood special education, and Parents As Teachers program. Several highly rated private, charter, and magnet schools are also in the area.

Several excellent campuses for higher education are nearby, such as the St. Louis Community College–Meramec right in Kirkwood, Webster University (four miles east), and the University of Missouri–St. Louis campus (15 miles northeast). Washington University in St. Louis (nine miles northeast) is ranked #20 in National Universities (U.S. News and World Report, 2026) and #1 for “Best Colleges in Missouri” (Niche, 2026). Saint Louis University (12 miles east) is tied with the University of Missouri in Columbia (117 miles west) for the rank of #102 for “Best National Universities” (U.S. News and World Report, 2026).

For even more adventure, the St. Louis area is just minutes away and packed with unforgettable experiences. Ride the tram to the top of the iconic Gateway Arch for sweeping skyline views, spend a day marveling at the world-class exhibits of the St. Louis Zoo, or dive into the playful, one-of-a-kind creativity of the City Museum. A peaceful stroll through the breathtaking Missouri Botanical Garden rounds out the perfect outing. Sports fans also have various professional teams they can cheer on in the area. Popular teams include the St. Louis Blues (NHL), St. Louis Cardinals (MLB), and St. Louis City SC (MLS).

Traveling outside of Kirkwood is a simple affair. For instance, Interstates 44 and 270 are situated around the City’s southern and western borders, respectively. Additionally, the Lambert–St. Louis International Airport is 17 miles north, Columbia Regional Airport is 120 miles west, and MidAmerica St. Louis Airport is 38 miles east (Belleville, IL). From the Kirkwood Train Station, you can use the Amtrak Missouri River Runner to visit St. Louis, Jefferson City, or Kansas City. For those who enjoy cruises, the St. Louis area has numerous riverboat cruises options along the Mississippi River.

Kirkwood truly has something for everyone. It’s a community where families flourish, careers advance, and residents enjoy an exceptional quality of life. For experienced leaders ready to make a meaningful impact, the opportunity to serve as Kirkwood’s next Chief Administrative Officer is an invitation worth pursuing!

HISTORY

Modern history for the area known as Kirkwood began in the 1850’s, not long after the devastating St. Louis Fire of 1849. During this time, the Missouri Pacific Railroad was in the process of planning railroad lines to help commuters travel to St. Louis. James P. Kirkwood, the chief engineer at the time, was in charge of locating, surveying, and building the railroad line.

Table 1: Kirkwood Demographics

Distribution by Race		Distribution by Age	
White	86.1%	0 to 15	20.21%
Black	5.7%	15 to 25	11.5%
Asian	1.6%	25 to 45	21.9%
Native American	0.2%	45 to 65	25.6%
Other	6.4%	65 to 85	17.8%
Total	100.0%	Over 85	3.0%
Hispanic Ethnicity (all races)	2.8%		
2023 Estimated Population: 29,302			

Educational Achievements (25 & Over) and Other Statistics	
High School or Higher	97.8%
Bachelor’s Degree or Higher	66.2%
Median Age—Kirkwood	42.5
Median Age—U.S.	38.9
Median Household Income—Kirkwood	\$117,439
Median Household Income—U.S.	\$74,580
Poverty Rate	5.2%

Source: U.S. Census Bureau

The region was experiencing large growth, and developers wanted to take advantage of this great opportunity. In 1850, Hiram Leffingwell and Richard Elliott purchased a large portion of land about 14 miles from St. Louis’ downtown area. The property was platted by 1852 and was established as the City of Kirkwood when the railroad line came to the area in 1853. The City was named after James Kirkwood and became one of four early commuter railroad suburbs in the St. Louis region.

The City of Kirkwood was the first planned suburb west of the Mississippi River, gaining the moniker “Queen of the Suburbs.” Kirkwood eventually developed other “firsts,” such as the first community in the County to have a four-year public high school and public library. The City was eventually incorporated in 1865.

It later adopted a City Charter in 1983, allowing for home rule and the establishment of a council-manager form of government.

DEMOGRAPHICS

See Table I for the City’s demographic profile.

CLIMATE

Kirkwood has a humid subtropical climate and experiences all four seasons. Summer months (late May through mid-September) are characterized as hot and humid. Average summer temperatures range from the upper 50’s to nearly 90° F. Winter months (late November to late February) are typically cold and wet. Average temperatures are between the mid-20’s and mid-40’s, with the coldest nighttime temperature being an average of 23° F in January. Spring and fall are milder and more comfortable in comparison, though still on the cool side.

Average annual rainfall is 43 inches, most of which falls during late spring and into the summer. Annual snowfall is an average of 14 inches. Although flooding, spring tornadoes, and winter storms are seasonal concerns, the community is quite accustomed to preparing for these weather situations.

GEOGRAPHY

Located just 14 miles west of the St. Louis, the City of Kirkwood is in St. Louis County and is part of the Greater St. Louis metropolitan area. Kirkwood is 9.20 square miles, comprised of 9.18 square miles of land and 0.2 square miles of water. Average elevation is 584 feet above sea level.

Several major roadways run through and around the City, creating easy access to the St. Louis metropolitan area. For instance, Interstate 270 runs north-south around the City’s western side, Interstate 44 borders portions of Kirkwood’s southern borders, Missouri Route 100 passes through the City’s northern section, and U.S. Route 61 passes north-south through Kirkwood’s eastern half. The City is also less than 15 miles west of the Missouri-Illinois border, marked by the Mississippi River. See Figure 1.

COMMERCE

Kirkwood is a thriving inner-ring suburb of St. Louis with a strong, diversified local economy. Its strategic location and robust civic engagement have created a stable commercial environment that appeals to residents, visitors, and businesses alike. The city’s well-established infrastructure, walkable districts, and proximity to major regional employment centers make it a highly desirable place to live and work. Located just 14 miles southwest of St. Louis, Kirkwood benefits from easy access to Interstate 44, close proximity to major employment hubs in St. Louis County and the City of St. Louis, and a travel-friendly Amtrak station in the center of town.

Kirkwood supports a healthy mix of small businesses and independent retailers, professional services (legal, financial, real estate, consulting), healthcare providers and medical offices, restaurants (cafés and specialty food shops), and light industrial and trade services. This diversity helps insulate the local economy from sector-specific downturns and fosters a resilient commercial ecosystem.

The Downtown Kirkwood Special Business District (SBD) is the city’s commercial heart. It features over 100+ locally owned shops and boutiques, a vibrant dining scene, seasonal events that draw regional visitors, and a walkable, historic streetscape that boosts foot traffic and retail vitality. The SBD is a major economic driver, supporting both tourism and local spending.

See Table II for the City’s principal property taxpayers by assessed tax value.

THE GOVERNMENT

Kirkwood operates under a Council-Manager form of city government. The City Council has legislative and policymaking authority and is comprised of seven members: six Council Members and a Mayor. All individuals are elected at large and

Table 2: Principal Property Taxpayers, Kirkwood, MO

Employer	Industry	Employees
Ashfield Active Living and Wellness	Senior Living, Healthcare, Residential Care	\$13,816,650
Marianist Province of the United States (previously Chaminade College Society)	Religious and Educational Services	\$8,963,680
Mills Timberlake Apartments	Real Estate and Property Management	\$7,400,590
Kirkwood Station Plaza, LLC	Real Estate and Property Management	\$7,322,420
Kirkwood Commons, LLC	Retail, Dining, and Commercial Real Estate	\$6,435,410
Mercy Health Systems	Healthcare	\$5,749,080
Pioneer Place, LLC	Commercial and Retail Development	\$4,623,990
Life Storage, LP (previously EZ Storage Kirkwood, LLC)	Real Estate Investment Trust	\$4,261,060
Dayton Hudson Corporate	Retail	\$3,250,310
Lowes Home Centers, Inc.	Home Improvement Retail	\$3,014,380

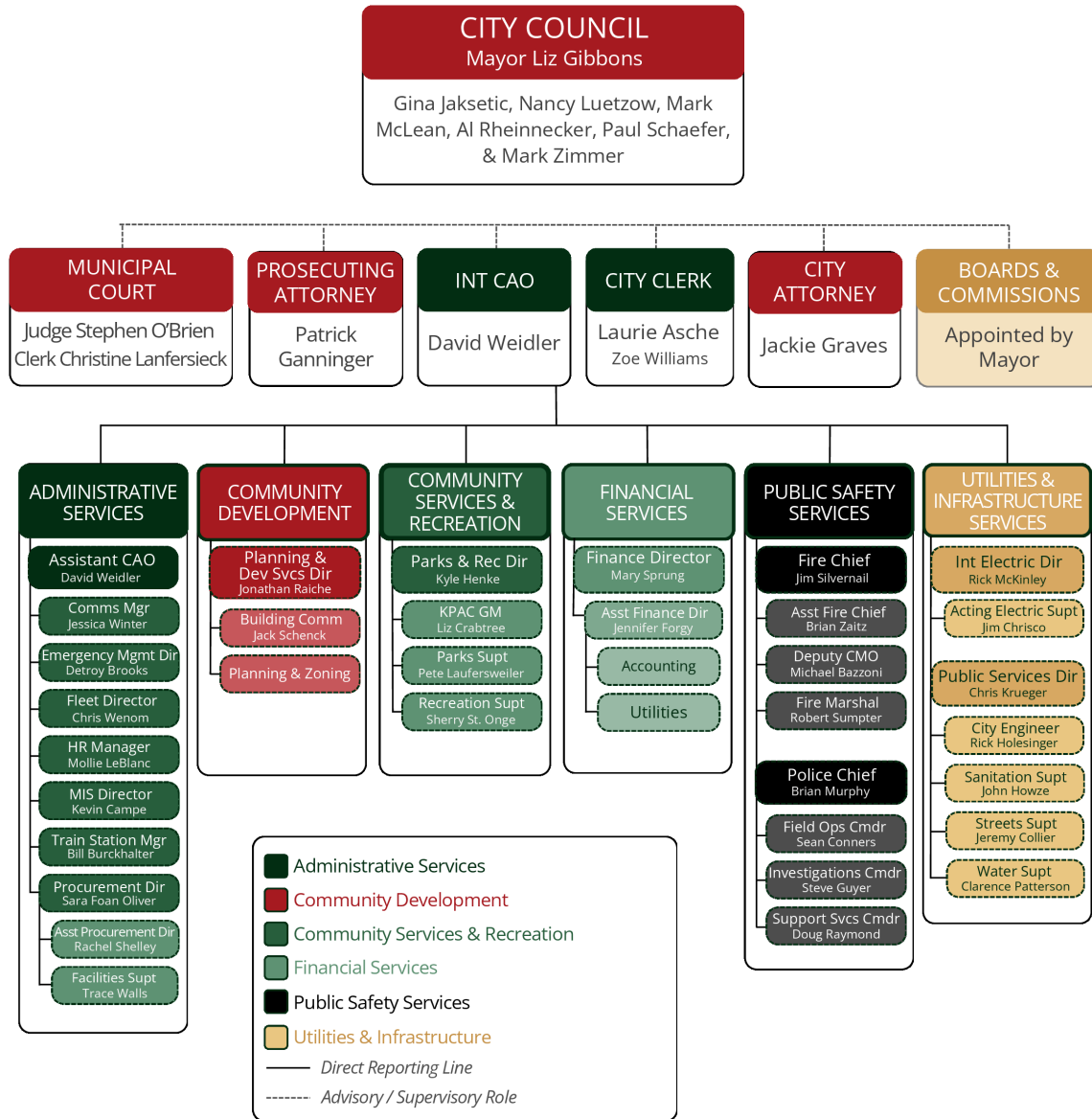
Source: Kirkwood, MO 2025 ACFR

may serve an unlimited number of four-year terms, though individuals may not serve more than two consecutive four-year terms at a time. The Council also elects a Deputy Mayor amongst themselves. The Mayor is serving her first term, has been on the Council since 2020.

Councilmembers serve three-year staggered terms; three council seats are subject to election in one cycle, and the remaining three council seats, plus the Mayor in the next cycle. Presently, one member is serving her third term, one member is serving her second term, one is serving his second term with an additional unexpired term, two members are serving their first term, and another member is serving an unexpired term.

The City Council appoints the City Clerk, the Municipal Judge, the Chief Administrative Officer, and the City Attorney. The Chief Administrative Officer has administrative authority for the City and its employees. He/she is responsible to City Council for the administration of all city operations under the charge of the Chief Administrative Office. The Chief Administrative Officer may also be removed by a majority vote of all members of City Council. The current Council demonstrates a high level of cooperation, and instances of contention are infrequent. They regard staff with the utmost respect.

FIGURE 2: CITY OF KIRKWOOD, MISSOURI ORGANIZATIONAL CHART



The City operates as a true full-service municipality—providing its own sanitation, water, and electric utilities—offering a level of self-sufficiency and reliability unmatched by any other municipality in St. Louis County. The City has 17 departments, which include Administration, Building, Kirkwood Electric, Emergency Management and Workplace Safety, Finance, Fire, Human Resources, Municipal Court, Parks and Recreation, Planning and Zoning Division, Police, Prosecuting Attorney, Procurement (Bids), Public Services, Sanitation, Streets, and Kirkwood Water. See Figure 2 for the City’s organizational chart.

For fiscal year 2025/2026, the City of Kirkwood’s adopted budget was \$130,101,910 with a general fund budget of \$39,606,285. The City of Kirkwood has 282 full-time, 79 part-time and over 100 seasonal employees. The City has 3 unions: the Local 2665 of the International Association of Firefighters (IAFF), the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15 (FOP), and Local Union No. 2 of the International Brotherhood of Electrical Workers (IBEW).



THE CHALLENGES AND OPPORTUNITIES

While the City has numerous challenges, they are manageable and indeed are opportunities for a Chief Administrative Officer to leave a lasting legacy.

First, while the City Council enjoys a positive working relationship, coordinating seven unique voices takes care and experience. All Members share a deep commitment to Kirkwood, though their perspectives on advancing the City may differ. Effective governance requires an Administrator with the experience to balance Council priorities, guide staff, and work constructively with an engaged public.

Second, as previously mentioned, Kirkwood maintains its own sanitation, water, and electrical utilities. The electrical utility has undergone substantial infrastructure modernization over the last 12 years, ensuring longterm system reliability; however, the scope of these upgrades resulted in expenditures beyond the approved budget. Consequently, the City adopted a 14.8% rate increase to offset higher energy costs and rebuild depleted reserves. This adjustment, the first in almost ten years, has prompted notable dissatisfaction among residents. In addition, Kirkwood must contend with an aging infrastructure, including its water utility system. Significant capital investment, totaling millions over the next decade, will be necessary to replace and modernize water lines. Successfully guiding this effort demands a CAO with proven experience in both utility operations and financial stewardship.

As a corollary matter, opinions remain divided regarding municipal ownership of the City's



three utilities. Proponents emphasize the advantages of local oversight, community reinvestment, and longterm service stability. Opponents highlight the substantial capital needs, the likelihood of future rate adjustments, and the challenges of staffing complex utility operations. If this issue comes forward for reconsideration, the next Administrator will be instrumental in facilitating an informed and balanced decision.

Third, the City is also grappling with a tightening fiscal landscape. Expenses keep inching upward, yet revenues have flattened, creating a widening gap. Unless the City identifies fresh, novel ways to grow its revenue base, tough decisions will inevitably come to the forefront.

Finally, even with the obstacles the City must navigate, Kirkwood remains a recognized leader in the region. Other municipalities routinely look to Kirkwood's standards for quality living, civic participation, and economic development. The next CAO will be expected to preserve the traditions that have defined Kirkwood's leadership while advancing innovative strategies that reinforce the City's regional prominence.

Other key issues requiring attention include enhancing intergovernmental relationships, evaluating opportunities to increase affordable housing, and advancing operational efficiency and effectiveness across all City functions.

THE IDEAL CANDIDATE

Kirkwood is seeking an experienced Administrator who has demonstrated he/she is also an outstanding leader, and who's ready for a new challenge! The City Council wants someone to work with it as a partner, a supporter and a trusted advisor. The individual will be a practical visionary, who can look over the horizon, foresee solutions to tomorrow's issues and work with the Council to develop and implement plans to ensure a bright future. The Administrator will be a consensus builder yet not afraid to speak up when he/she feels a course correction is needed. Council Members are not looking for a "yes" person, but someone they can count on to provide their best professional opinion, diplomatically and in the appropriate setting. He/she will work to ensure every Member's views are being heard and considered. Communication will be frank, free-flowing, and

without surprises. The individual will be very open, approachable, and believe strongly in transparency.

The next CAO will realize resolving many of Kirkwood's issues will require the involvement of others, residents, and regional, state and federal leaders, as well as the media. The individual will have strong interpersonal skills and a track record for building partnerships and for finding win-win solutions. He/she will realize that giving credit to others is often the best way to get things done.

The ideal candidate will have excellent oral and written communications skills. He/she will realize that listening and showing empathy can be more important than simply giving the right answer. The Administrator will embrace outstanding customer service and lead by example. When the City cannot solve the problem, residents deserve a good explanation of why.

The top candidate will set goals and rely on his/her subordinates to do their jobs. The individual will not be a micromanager but someone who expects to be informed and will hold the staff accountable. He/she will encourage creativity while realizing not every great idea will be successful. The Administrator will be a mentor and encourage staff development and decision-making. The individual will recognize that no one has a monopoly on knowledge, that input is an important part of the process, and that the diversity of opinions will only make the projects and programs better. Building and maintaining a high level of staff morale will be important to the CAO.

The best candidate will be action-oriented with a sense of urgency. Much needs to be done, and the individual will not dawdle. While the Administrator will solicit the opinion and involve others in the decision making, when faced with a difficult situation and the need for a quick decision, he/she will not hesitate. If a course correction is needed later, he/she will admit a better decision could have been made, make the necessary changes, and move on. The ideal candidate will realize credibility sometimes means admitting making a mistake.

In terms of specific skills, the individual will have demonstrated success in budgeting and finance, management, economic development and redevelopment, utilities, and strategic planning.

The proven ability to manage multiple projects from conception to completion, on time and within a budget, will be an important skillset for the next Administrator.

The position requires a bachelor's degree in business administration, public administration, public policy or a related field, and at least five to ten years of increasingly responsible experience as a senior level government director. A master's degree or ICMA certification is preferred.

The Council plans to make a commitment to the candidate and hopes the selected individual will make a long-term commitment to the City. By working together, the new Chief Administrative Officer and the Council can maximize what can be accomplished for the City.

COMPENSATION

The salary range is \$195,000 to \$225,000. The salary will depend on qualifications and experience. Benefits and retirement plans are excellent.

THE MOST RECENT CHIEF ADMINISTRATIVE OFFICER

The previous Chief Administrative Officer retired in December 2025 after serving Kirkwood for 11 years.

RESIDENCY

The Chief Administrative Officer is required to be a resident of Kirkwood.

HOW TO APPLY

E-mail your cover letter and resume to apply@cb-asso.com by March 6th. Please apply ASAP as resumes will be screened as they arrive. Questions should be first directed to Scott Krim at (801) 628-8364, then to Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

There is always the possibility of internal candidates, but the City Council is committed to a level playing field and the best person will be selected for the position, whether internal or external.

CONFIDENTIALITY

Under the Missouri Sunshine law, Materials submitted as part of this application may be considered public record. The City will fully protect sensitive personal information permitted by law, including Social Security numbers, background-check results, and other data specifically exempt from disclosure.

THE PROCESS

Applications will be screened between March 7th and April 5th. Finalists will be selected on April 6th. A reception and interviews will be held on April 13th and 14th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The City of Kirkwood is an Equal Opportunity Employer. It strongly encourages women, minorities, and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the City, visit:

www.kirkwoodmo.org/

www.downtownkirkwood.com/

www.kirkwooddesperes.com/

City Budget (2026)

www.kirkwoodmo.org/home/showpublisheddocument/15935/638798972102270000

Annual Comprehensive Financial Report (2025)

www.kirkwoodmo.org/home/showpublisheddocument/16791/638974342953270000

Comprehensive Plan

www.kirkwoodmo.org/government/departments/public-services/planning-and-zoning/long-range-planning

Strategic Plan (2022)

www.kirkwoodmo.org/government/departments/administration/strategic-plan

