

## Current Job Listings

Finance Director/City Clerk

City of Wellington

Wellington, Kansas

Job Type: financial; full-time

Base Pay: DOQ

Field: Local Government

Minimum Education/Experience: degree preferred; education and experience considered

Additional job information: responsible for city operating budget; all municipal, fiscal and legal records; utility billing and collections; residency required. Additional information at [www.cityofwellington.net](http://www.cityofwellington.net)

Application materials required: resume, letter

Submit application materials to: on-line; by mail to City of Wellington; Attn: Human Resources; 317 S. Washington; Wellington KS 67152; or email to [humanresources@cityofwellington.net](mailto:humanresources@cityofwellington.net)

Application Closing Date: 11/30/09

Source: Wichita Eagle

Posted: 11/19/09

Executive Director

Catholic Charities

Wichita, Kansas

Job Type: management; supervisory; full-time

Base Pay: DOQ

Field: Religious Nonprofit Organization

Minimum Education: masters degree in social work/administration, theology, health care administration or business administration

Minimum Experience: skilled in successfully managing an organization similar to Catholic Charities; understanding of finances and fundraising; ability to identify, attract, retain and develop individuals in key employment roles; ability to create vibrant vision for future; strong interpersonal management and communication skills; ability to lead collaborative activities with other entities

Additional job information: provides strategic leadership and management for agencies of the diocese; desirable that candidate will be a practicing Catholic and experienced in working collaboratively within a diocesan structure

Application materials required: cover letter, resume with references and salary requirements

Submit application materials to: [seilert@cdowk.org](mailto:seilert@cdowk.org)

Application Closing Date: 11/30/09

Source: Wichita Eagle

Posted: 11/19/09

Housing & Community Services Program Coordinator

City of Wichita

Wichita, Kansas

Housing & Community Services Program Coordinator

City of Wichita

Wichita, Kansas

Job Type: administrative; supervisory; full-time

Base Pay: \$46,641 - \$85, 786 DOQ

Field: Local Government

Minimum Education: degree from 4 year college with specialization in public or business administration

Minimum Experience: 3 years experience in administrative or technical capacity; familiarity with local government structure and federal grant requirements

Additional job information: position administers the CDGB program and other programs funded by HUD; responsible for development the consolidated annual performance and evaluation report, the City's Annual Action Plan and Section 3 compliance reporting; demonstrated knowledge of CDBG, HOME Investment Partnerships Program and Emergency Shelter Grant programs; experience with federal programs, grants managements and reporting, community development program design and implementation, contract monitoring; ability to communicate clearly and concisely in writing and in oral presentations; some evenings and weekends required

Application: apply online at [www.wichita.gov](http://www.wichita.gov)

Application Closing Date: open until filled

Source: Wichita Eagle

Posted: 11/3/09

Program Coordinator

Kansas Leadership Center

Wichita, Kansas

Job Type: administrative; full-time

Field: Nonprofit Organization

Minimum Education: bachelor's degree

Experience and additional job information: ideal candidate will have excellent oral communication skills; project management, time management and organizational skills; highly proficient in Microsoft Office applications, data base management and internet applications; ability to work as a team; open to many perspectives; collaborative by nature; demonstrated integrity, dependability, sound judgment, team building and resourcefulness to establish and maintain positive, effective working relationships with multiple and diverse constituency groups. The position will work with partner organizations to foster development for new programs and strong relationships between local programs and the leadership development organization; handle support work for an advisory group, supervise the scheduling for all functions that are related to the leadership organization, assist in preparing all communication materials as well as market strategies, participating in feedback, evaluation networking and attending conferences, seminars and meetings as assigned to the position. Also, the program coordinator will plan statewide annual conference as well as logistics for train-the-trainer programs.

Application materials required: resume and salary requirements

Submit application materials to: Syndeo Outsourcing; 3504 Great Plains Drive Ste 200; Wichita, KS 67220 or online through Career Builders at

[http://www.CareerBuilder.com/Jobseeker/Jobs/JobDetails.aspx?job\\_id=J8E02Z62BBB844HHFM4](http://www.CareerBuilder.com/Jobseeker/Jobs/JobDetails.aspx?job_id=J8E02Z62BBB844HHFM4)

Application Closing Date: Open Until Filled

Source: Kansas Leadership Center/Career Builders

Posted: 10/15/09

Fiscal Director

Mid-Kansas Community Action Program

Augusta, Kansas

Job Type: financial; full-time

Field: Nonprofit Agency

Minimum Education: bachelor's degree in business or accounting; non-degree applicants with extensive accounting and leadership experience may be considered

Minimum Experience: management/leadership experience

Additional job information: responsible for all fiscal activity of the agency including fiscal direction, accounting, budget planning, report preparation, general ledger, payroll, payables, purchasing, facilities management and some clerical; preference given to applicants with nonprofit management, accounting, grant writing and public relations.

Application materials required: cover letter, resume and professional references

Submit application materials to: Mid-Cap Inc.; HR Department; 730 Cliff Drive; Augusta KS 67010; Fax to: (316) 775-2611; Email: [linda@mid-capinc.org](mailto:linda@mid-capinc.org).

Application Closing Date: Open until filled

Source: Wichita Eagle

Posted: 10/7/09

Director &ndash; Residential Services

Heartspring

Wichita, Kansas

Job Type: management; supervisory; full-time

Field: Nonprofit Agency

Minimum Education: bachelor&rsquo;s degree in related field; master&rsquo;s degree preferred

Minimum Experience: administrative and supervisory experience

Additional job information: position oversees residential component of program that works with students (ages 5-21) with developmental disabilities who live in residential homes on Heartspring campus; will ensure compliance with KDHE and SRS licensing regulations and maintain environment that fosters continuous improvement of direct care staff; work schedule will include some evenings and weekends

Application materials required: resume/application

Submit application materials to: apply on-line at [www.heartspring.org](http://www.heartspring.org) or mail to Julie at Human Resources; 8700 E. 29th Street N.; Wichita KS 67226; email [humanresources@heartspring.org](mailto:humanresources@heartspring.org)

Application Closing Date: Open until filled

Source: Wichita Eagle

Posted: 10/7/09

Finance Director

City of Atchison (pop. 10,200)

Atchison, Kansas

Finance Director

City of Atchison (pop. 10,200)

Atchison, Kansas

Job Type: financial; supervisory; full-time

Base Pay: \$51,230 - \$70,824 DOQ

Field: Local Government

Minimum Education: BS or BA degree from accredited American college or university; advanced degree/certification preferred

Minimum Experience: 3-5 years experience in a similar or related position

Additional job information: position appointed by the City Manager; position provides leadership and financial guidance to the organization; ideal candidate will have strong background in municipal financial management; excellent organization, administration, and communication skills; more details at [www.cityofatchison.com](http://www.cityofatchison.com)

Application materials required: resume and cover letter

Submit application materials to: Lori Moore; Director of Human Resources; City Hall; 515 Kansas Ave.; Atchison KS 66002

Application Closing Date: open until filled

Source: City of Atchison

Posted: 9/29/09

City Manager

City of Junction City (pop. 20,659)

Junction City, Kansas

Job Type: management/finance; supervisory; full-time

Base Pay: \$84,224 - \$111,859, DOQ

Field: Local Government

Minimum Education: masters degree in public administration or related field

Minimum Experience: at least 6 years of municipal government experience; public sector work experience may serve as an education substitute

Additional job information: successful candidate will have meaningful municipal government and finance experience; demonstrate candor, thoughtfulness and sound judgment; community-oriented leader who inspires; demonstrates composure under pressure; communicate openly with commissioners to form vision for city's future

Application materials required: resume, cover letter, 3 work- related references; if confidentiality is requested, please state in application materials.

Submit application materials to: LEAPS-Junction City; 300 SW 8th; Topeka KS 66603.

Application Closing Date: 11/9/09; open until filled

Source: League of Kansas Municipalities

Posted: 9/24/09