



The City of Siloam Springs, Arkansas is hiring a

CITY ADMINISTRATOR

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WELCOME TO THE CITY OF SILOAM SPRINGS, ARKANSAS

About Siloam Springs, AR

The community of Siloam Springs is located in northwest Arkansas in the breathtakingly beautiful Ozarks region of the US. It is a quintessential small-town community where people truly take care of one another and hold traditional small-town values. It is also a place of historic charm with a commitment to public art, parks, quality of life activities and a vibrant downtown that serves as the community's heartbeat.

History

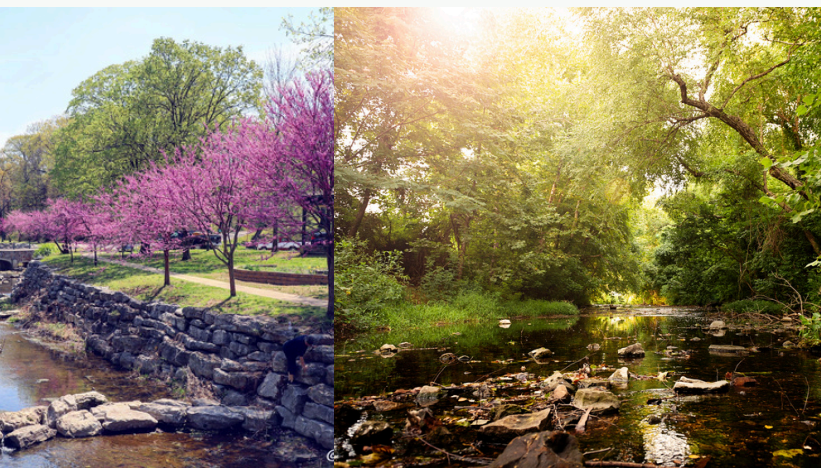
The City's historical roots trace back to 1835, when Simon Sager established a farm just one mile west of what is now known as the City of Siloam Springs. The creek that flows through the heart of our downtown area is named Sager Creek after him. His original dwelling has been meticulously restored and can now be found on the campus of John Brown University. The initial settlement was named Hico, and in 1884, Caldeen D. Gunter became a resident there. It was around this time that the Hico Post Office was established. Subsequently, it was relocated to Siloam City, which eventually became Siloam Springs.

In 1879 it was discovered that the waters of the twenty-eight springs around the town contained "medical qualities" resulting in the establishment of a summer resort. The first anniversary of the town was celebrated on June 24. In March 1880, J.V. Hargrove laid out the original plat of Siloam City.

Due to the reputation gained as a summer resort and the prospect of the railroad through town, the town was incorporated during its first year of existence on December 22, 1881, with a population of over 3,000.

The coming of the railroad in 1897 stepped up the economy of western Benton County. Orchards, poultry products, hides, wool, beef and all agricultural products found a ready market with the City of Siloam Springs serving as the shipping point and trade center. This trade center remains today and is a great advantage to industry.

In 1919, John E. Brown, Sr. founded the Southwestern Collegiate Institute in the City of Siloam Springs. In 1920 the name was changed to John E. Brown College, and in 1934 the name was again changed to John Brown University. Today the school has an enrollment of over 1,500 students and is fully accredited by the North Central Association of Colleges and Secondary Schools and by the Arkansas State Department of Education as a four-year college.



THE COMMUNITY

The Community

At an altitude of 1,183 feet above sea level, the climate consists of an average temperature of 58.4 degrees and an average rainfall of 41.75 inches. Snow is usually at a premium and makes few appearances during the season, and spring brings an abundance of beautiful Dogwoods.

The historic downtown has remained the heart of the city from its inception. Sager Creek winds through the district, while historic buildings filled with shops and eateries line the streets. Wonderful amenities create a unique quality of life, including:

- Memorial Park and Chautauqua Amphitheater
- Siloam Springs Public Library
- City Lake Park
- Sager Creek Mountain Biking Trail
- Siloam Springs Kayak Park

Throughout the year, there are hundreds of free and low-cost activities for everyone to participate in, such as:

- Parks and Recreation summer camps
- The library's children's and young adult events
- Shakespeare in the Park
- Concerts in Memorial Park
- The Siloam Springs Chamber of Commerce's Dogwood Festival
- The Heritage League's Christmas Parade
- And much more

Siloam Springs also boasts a wide variety of food and entertainment options, including authentic Thai, Vietnamese, Irish, and Ozark cuisine and much more.

Siloam Springs has a 2025 population of 20,550. The City is currently growing at a rate of 3.04% annually and its population has increased by 17.33% since the most recent census, which recorded a population of 17,515 in 2020.

Siloam Springs employs a unique approach to recruit and foster businesses, both large and small. The City has its own electric, water, wastewater, trash, recycling and street crews in-house, allowing business incentives to be customized to meet specific needs. The City works closely with the Siloam Springs Chamber of Commerce and Main Street Siloam Springs to provide training, grant opportunities and more.

For additional information about the City of Siloam Springs and the surrounding community, please visit:

[Siloam Springs, AR - Official Website](#)

[Siloam Springs, AR - Official Development Authority](#)

[Siloam Springs Chamber of Commerce - Home](#)

[Main Street - Siloam Springs](#)

[www.SiloamSchools.com](#)

[John Brown University: A Christian College in Northwest Arkansas](#)



EDUCATION

Education

Siloam Springs School District is in Benton County, Arkansas. The district serves approximately 4,500 students. Currently, there are two secondary schools and four primary schools. Effective Fall 2026, the district will be transitioning to neighborhood schools with three primary schools (grades K-5), two middle schools (grades 6-8) and one high school (grades 9-12).

Main Street Academy, an alternative high school, also serves students within the district.

U.S. News and World Report has awarded Siloam Springs High School a Silver rating, indicating the school is among the top high schools in the nation. The district's motto is Strength in Schools. Success in Children.

John Brown University continues to be an important part of this vibrant community. This Christian liberal arts college has nearly 2,000 students from 51 nations and 34 states pursuing undergraduate and graduate degrees in such majors as graphic and web design, family and human services, early childhood education, business administration and nursing. John Brown University has one of the highest graduation rates in the state and 98 percent of graduates report that they have jobs within six months.

Siloam Springs is also strategically located to many other higher education opportunities which include:

- The University of Arkansas
- Northwest Arkansas Community College, only 40 minutes away

Area technical schools like Northwest Technical Institute and the Northeast Technology Center are also located nearby. All of these educational institutions offer high caliber, lifelong educational opportunities to residents of Northwest Arkansas.



CITY GOVERNMENT

The City of Siloam Springs is a First-Class City operating under the City Administrator form of government.

The Board of Directors is elected and is the policy determining body and overall governing agent of the City. The Board of Directors has the power to pass ordinances and determine policy. The Board of Directors consists of eight members, a mayor and seven directors, four of whom are ward representatives and three who are elected "at large." Each serves four-year terms of office. At each regular City election either the ward or "at large" representatives are elected.

The Mayor is elected for a four-year term during the same election as the "at large" representatives. The Board of Directors elects the Mayor pro-tem from its membership. The Mayor is the recognized head of government for all ceremonial and legal purposes, and the Mayor pro-tem serves in case of the Mayor's absence or inability to act. Although the Mayor does not have the ability to vote on matters that come before the Board of Directors, the position does have the power to veto decisions of the Board of Directors that are unrelated to personnel matters.

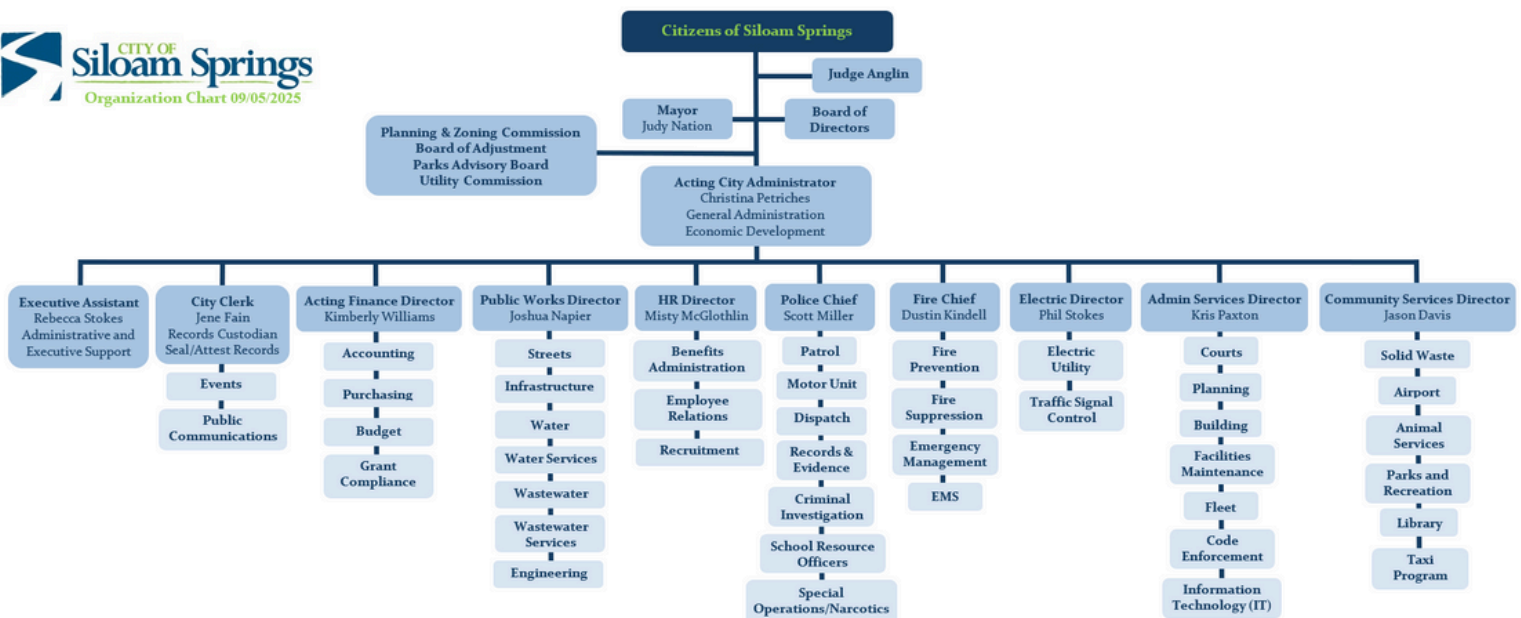
In 2025, the City employs 326 full-time employees with part time positions equivalent to 12 FTE. The City's total budget is \$105 million including the general fund and several enterprise funds. General Fund expenses for 2025 are approximately \$31 million.

Departments include:

- City Clerk
- HR
- Finance
- Police
- Fire
- Public Works
- Electric
- Administrative Services
- Community Services

As a full-service city, Siloam Springs also operates several enterprise funds with 2025 budgeted expenditures which include:

- Electric (\$36.6 million)
- Water (\$11.7 million)
- Wastewater (\$7.3 million)
- Solid Waste (\$6.5 million)
- Airport (\$1.5 million)



The City Administrator reporting directly to the Board of Directors provides leadership, coordination, control and accountability of all municipal services and programs as well as the Economic Development Division.

Duties Include:

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for reports and recommendations to the Board of Directors; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the Board of Directors and department heads; makes presentations to the Board of Directors, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Encourages a respectful workplace atmosphere, resolves employee grievances, supports subordinates in their duties, and addresses errors and complaints as needed.
- Appoints and when needed, removes all department employees of the City, whether directly or indirectly, through department heads.
- Ensures compliance with all applicable state and federal laws, resolutions, ordinances and contracts.
- Prepares and submits a preliminary annual City budget. Administers the adopted budget for the City. Advises the Board of Directors of financial conditions and current and future City needs.
- Attends all Board Meetings at which attendance may be required by the Board of Directors.
- Recommends for adoption by the Board of Directors such measures, as administrator may deem necessary or expedient.
- May serve as the head of one or more departments of the City.
- Maintains regular, reliable and non-disruptive attendance.
- Creates and maintains collegial, harmonious working relationships with others, maintains decorum and good morale in the workplace, maintains professional and ethical behavior and acts with integrity in all matters.
- Performs additional duties as set forth in Ark. Code Ann. § 14-48-117.
- Other duties as requested by the Board of Directors.



THE IDEAL CANDIDATE

SILOAM SPRINGS, AR
CITY ADMINISTRATOR

The next City Administrator in Siloam Springs shall be a visionary and transformational leader with competence born from expertise, possessing an approachable demeanor, calm under pressure, who views themselves as responsible to the residents and the Board of Directors.

A true believer in the philosophy of servant leadership with a demonstrable commitment to this belief will very much define what the ideal administrator in Siloam Springs should be. They will have outstanding leadership skills, whose management style is focused on collaboration and relationship building.

The ideal candidate should have a track record of excellence in budgeting, financial management and economic development. They are trustworthy and dependable, will lead by example, and always demonstrate honesty, integrity, kindness, fairness and diplomacy.

The City Administrator will be friendly, calm, collected, with the ability to make fair and firm decisions and will desire to immerse themselves in and be an engaged part of this community.

The ideal candidate will take the time to understand the community and should shape their style to fit the community rather than vice versa.

The City Administrator will be a motivator who will work collaboratively with staff and empower them and trust them to handle their sphere of influence. This person will encourage teamwork and will be comfortable getting out amongst the departments. Succession planning across all departments is important, so an individual who is comfortable with mentorship and professional growth as part of their leadership style is critical.

This person must have outstanding communication skills, both verbal and written, and be able to make clear and concise presentations to the Board of Directors and public. The City Administrator will be able to lead and guide the Board of Directors without taking sides or playing politics and will be supportive of staff when warranted.

The ideal candidate should be well-versed in municipal planning including experience with housing initiatives, which will be helpful in guiding that development in Siloam Springs. A track record of success in attracting business and economic development is valuable and desired.

Qualifications

A Bachelor's degree in Political Science, Public Policy, Public Administration or a related degree field is required; however, it is preferred that the City Administrator will have a Master's degree in public administration or a related field from an accredited college or university and a minimum of five years of progressively responsible management and supervisory experience in municipal management, preferably in a similar-sized community. Membership and/or credentialing in a professional association in city management is desired. Equivalent education and/or experience in the private sector for an organization of similar size and complexity that would equip the individual with the requisite knowledge, skills and abilities to perform the functions of the position may be considered.

Compensation: The current salary range for the City Administrator in the current pay plan is \$120,375 - \$180,562 annually depending on qualifications with a competitive benefit package. Relocation assistance is available.

Residency: Residency within the City is required by state law. The contract will specify that the primary residence will be within city limits.

HOW TO APPLY

Email your cover letter with a two-sentence value proposition and resume by 5pm MST, January 18, 2026 to clowe@governmentpros.com. First review of resumes will begin at that date, and the position is open until filled. Faxed and mailed submissions will not be considered.

Questions should be directed to Chris Lowe at (785) 766-9104 or emailed to clowe@governmentpros.com.

The City of Siloam Springs is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.