

## **CITY ADMINISTRATOR JEFFERSON, IOWA**

Jefferson, Iowa, population 4,182, is seeking a visionary leader who will be able to see the big picture, be a strategic thinker with the ability to make sound decisions that are in the city's best interest. The City Administrator should have knowledge with economic development and tax increment financing, long and short-term financial planning, including capital project and capital equipment planning experience, and be an active and approachable ambassador for the community.

Jefferson is a unique Main Street Community located in west central Iowa, centrally located between the Sioux City, Iowa, Des Moines, Iowa and Omaha, Nebraska metropolitan areas. The City Administrator has 8 department heads. There are 31 full-time, 16 permanent part-time and approximately 30 seasonal employees. The annual operating budget is approximately \$3.3 Million. To learn more about Jefferson, the position profile and job description, visit their website at <https://cityofjeffersoniowa.org/city-departments/employment-information/>

### **Education and Experience**

- Graduation from four (4) year college or university with Graduation from an accredited College or University with an emphasis in Public or Business Administration, Accounting, or a related field
- Three (3) years of related experience and/or training in a municipality; or an equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

### **Salary and benefits**

- \$110,000 to \$130,000 annually, depending upon qualifications
- Holidays, Vacation, and Personal Sick Leave
- Health and Life Insurance are available
- IPERS and 457 *deferred* compensation retirement benefits are available

### **Car Allowance**

- A vehicle is provided or mileage reimbursement
- Must obtain valid Iowa Driver's License

### **Residency**

- Residency within the city limits is required within six months of employment unless an extension is mutually agreed upon

### **Memberships**

- Greene County Community Center Single Membership
- Jefferson Golf Course Single Membership

### **Required Application Materials**

Confidential materials such as a cover letter, resume, salary history, and five professional references should be sent to:

Elizabeth Hansen, Midwest Municipal Consulting LLC  
[ehansen.mmc@gmail.com](mailto:ehansen.mmc@gmail.com)  
515-391-9816

Materials are due no later than noon CST on **February 17, 2023.**

## **CITY OF JEFFERSON JOB DESCRIPTION**

**Title:** City Administrator

**FLSA:** Exempt

**Date:**

**Reports To:** City Council

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### **PURPOSE OF POSITION**

Directs and coordinates the administration of city government in accordance with the City Code and the policies determined by Mayor and City Council. Formulates policies and procedures, recommends revisions to city council, responds to council requests for information and studies on all aspects of city operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Oversees all departments and operations of the city with the exception of the Police and Legal departments. Appoints, evaluates and removes city employees in accordance with council and personnel policies.

Supervises activities of departments performing functions such as collection and disbursement of funds, maintenance and construction of public works, and purchase of supplies and equipment.

Supervises and participates in the preparation and preservation of all official City records including minutes, ordinances, resolutions, deeds, assessment records and Council records.

Supervises and participates in the preparation and maintenance of all financial records including receipts, disbursements, payroll and bond issues.

Prepares annual budget and submits estimates to authorized elected officials for approval. Monitors budget on a monthly basis.

Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.

Recommends zoning regulation controlling location and development of residential and commercial areas.

Responds to comments and questions from citizens, employees, other municipalities or governmental bodies, and researches or delegates research in developing and delivering satisfactory responses.

**MINIMUM EDUCATION and/or EXPERIENCE**

Graduation from an accredited College or University with emphasis in Public or Business Administration, Accounting or related field and three years related experience and/or training; or equivalent combination of education and experience which provide the required knowledge, skills and abilities.

**LANGUAGE ABILITY**

Ability to develop relationships with wide variety of individuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write and present speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information and make recommendations to public groups, city council, boards and committees.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**COGNITIVE DEMANDS**

Extensive knowledge of municipal, state and local laws, procedures and administration. Knowledge of the principals and methods of public finance, taxing and accounting. Ability to analyze difficult administrative problems and initiate creative and effective solutions. Ability to learn quickly and to manage several concurrent projects and activities. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None Required.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to operate a keyboard; handle, reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell and distinguish between odors. The employee must frequently lift and/or move articles up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL ADAPTABILITY**

Work is normally performed in an office or inside setting and not subject to hazards other than those normally associated with public contact. However, the employee is occasionally exposed to outside and inclement weather conditions.

## ACKNOWLEDGMENT

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.*

The City of Jefferson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

# CITY OF JEFFERSON, IOWA



## CITY ADMINISTRATOR

# THE COMMUNITY

The City of Jefferson is located in and is the county seat of Greene County, Iowa. The city has a population of 4,182 within 6.01 square miles. The city is bisected from east to west by the historic Lincoln Highway with a new U.S. Route 30 located approximately one mile to the north of Jefferson. The city is centrally located between Sioux City, Iowa, Des Moines, Iowa, and Omaha, Nebraska metropolitan areas.

Jefferson enjoys quality recreational options, such as a library, parks, trails such as the Raccoon River Valley trail, and an outdoor swimming pool. The business community is diversified, not dependent on any one economic sector, and employees are skilled and educated workers. Stay. Play. Dine. Entertain at Wild Rose Casino and Resort in Jefferson. Jefferson has three community banking operations and is one of only five communities in the state of Iowa where all four sides of the County Seat's historic downtown is intact.

Jefferson, Iowa has several restaurants; more than many towns our size, including fast food options, and sit-down options like Chinese, Mexican, BBQ, pizza, and the newly revamped Centennial Fine Dining restaurant in the former Tea Garden. Deal's Orchard is a huge draw and is located just a few miles west of Jefferson, which is annually mentioned among the top apple orchard and fall activity attractions in the state. Jefferson has a thriving downtown. This is a great place to start a business.

## Arts and Culture:

Jefferson, Iowa is home to the one and only Mahanay Memorial Bell Tower, located in the town square and stands 168 feet in the air. Since the 1980s, the Bell Tower Festival has taken place every June bringing in people near and far to celebrate the town's history.



## MAJOR EMPLOYERS

Greene County Medical Center

Greene County Community Schools

Iowa State Extension and Outreach- Greene County

Hy-Vee

City of Jefferson

Greene County

Power Lift

Wild Rose Casino and Resort

McFarland Clinic

Landus Cooperative

American Athletic Inc.

Fareway Meat and Grocery

## Education:

The Greene County Community School District is the home of the Rams! The Greene County CSD consists of one elementary school, one middle school, and one high school that includes the Greene County Career Academy. The Academy has a unique joint project with Iowa Central Community College. See <https://www.iowacentral.edu/ca/gcca.asp>. The Greene County Iowa State University Extension office is in Jefferson, only 43 miles from Iowa State University's campus in Ames.



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## Churches:

Jefferson is home to approximately 14 churches with various denominations, providing the opportunity for residents to find the church home that best accommodates their beliefs, as well as their spiritually and community needs.

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## Health Care and Wellness:

Jefferson is home to Greene County Medical Center Family Medicine Clinic, Greene County Medical Center Specialty Clinic, and McFarland Clinic, which offer health and wellness opportunities for all of Greene County's residents.

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## Library:

The Jefferson Carnegie Public Library offers numerous services ranging from a wide catalog of books, movies, and board games to services such as computers, a photo kiosk, and a friendly study space. The library's mission statement is: "The Jefferson Public Library is the life-long learning center of our community and the place people turn to for the discovery of ideas, the joy of reading, the exercise of imagination, and the power of information."

The Jefferson Public Library has proudly been providing services to the city of Jefferson and Greene County since 1901. Now there are 41,678 items in the collection and almost the same amount of items checked out each year. Last year, the library held 321 programs for 7146 attendees. For more information see [www.jefferson.lib.ia.us](http://www.jefferson.lib.ia.us).



## Parks and Recreation:

Jefferson has the Raccoon River Valley bike trail, which belongs to the county and hooks right up to the city. There are six different outdoor parks in Greene County available to participate in hikes, picnics, and much more. The Greene County Community Center offers an impressive catalog of activities and athletics to participate in. The community center has multiple options for fees based on your family's needs. Services range from a full-size basketball court with options for volleyball and/or badminton, to a track that overlooks the gym, fitness classes, racquetball courts, and much more. A disc golf course has been recently added to Daubendick Park. Check out the 9-hole Jefferson Community Golf Course at <https://www.golfjefferson.com/>

The Municipal Swimming Pool is an ideal location for a retreat during the summertime for local residents. The pool consists of many lap lanes, a diving board, a slide, and a deep end. The pool also offers a kiddy pool for the city's younger swimmers.

## Public Safety:

The Jefferson Police Department consists of 8 full-time sworn police officers, including the police chief. The Fire Department has a volunteer fire chief and 27 members of the Jefferson Volunteer Fire Association.

## Airport:

Don Monthei Airfield is the only airport located in the city of Jefferson. It has been in service since the 1930s and can be found two miles east of Jefferson on Lincoln Highway. The runway has recently been extended and it now has the capacity to accommodate business jets.



# GOVERNANCE & ORGANIZATION

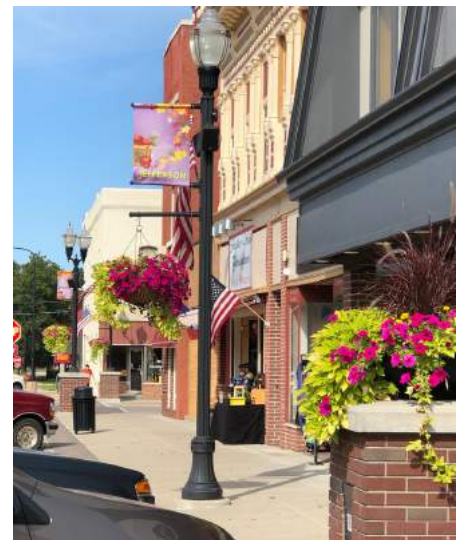
The City of Jefferson has been a municipal corporation since 1854 and adopted the Home Rule Charter. The city operates under a Mayor-Council with an appointed City Administrator form of government and elects a five-member council as its legislative and governing body. The mayor is elected for a four-year term. All council members are elected at large and each are elected to four-year terms. The mayor and council appoint the City Administrator, police chief, city attorney, city clerk, and boards and commission members. The mayor does not vote. The council meets in regular sessions on the 2nd and 4th Tuesdays of each month at 5:30pm in the council chamber at 220 N Chestnut St.

The city's current tax rate is \$15.32206 per \$1,000 valuation, has a Moody's Bond Rate A2, and has a FY 22-23 overall budget of approximately \$3.3 million, including capital projects. The city's finances are solid and stable.

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## COUNCIL INITIATIVES:

- Long-term financial planning, including  
Capital Improvement Planning and Equipment  
Replacement Planning and Community Visioning
- Water and wastewater treatment plant upgrades
- Downtown revitalization
- Continue programming and attracting developers  
for all housing developments
- Trail connectivity
- Library and aquatics expansions and  
improvements



# ABOUT THE POSITION

The City Administrator implements council policies and hires department heads alongside of the public works director to oversee department operations. The City of Jefferson seeks a visionary leader. The Ideal City Administrator will be able to see the big picture, be a strategic thinker and leader with the ability to make sound decisions that are in the city's best interest.

The City Administrator oversees the day-to-day business of the city and is the public relations contact person. This means being present and accessible, approachable, friendly, having an open-door policy and offering information on a regular basis to maintain an acceptable level of transparency. Strong presentation and communication skills, both orally and written, will be important.

The City Administrator should have a management style that values employee involvement and promotes fairness. The City Administrator's team-building characteristics should include the understanding and flexibility in allowing employees and supervisors the latitude to make decisions on how to meet objectives, resulting in a higher level of job satisfaction and performance. The City Administrator's ability to promote inter-department and community communication and collaboration is vitally important to maintain the city's cooperative relationships among departments and with local groups and organizations.



Jefferson is an Iowa Main Street Community and the City Administrator should be familiar with its program and the historic tax credits and other resources that enhance its communities. The community is proud of its past and the incredible amount of volunteers make amazing things happen in Greene County! The City of Jefferson has worked hard to build and maintain strong working relationships with community partners such as other cities and governments, community school districts, and many others. The City Administrator must understand the importance of collaboration, maintain great relations and be creative to seek innovative ways to partner.

The City Administrator should have experience with long-term financial planning, including capital equipment and capital project planning. The City expects the City Administrator to create and implement these plans and will need the facilitation and relationships with technical professionals, such as the city's engineer, financial advisor, and bond counsel to be successful.

# SPECIFIC TRAITS IDENTIFIED

- A visionary, responsible, and proven leader for the Council, staff, and community
- Performance evaluation, staff development, team building
- Using technology to operate more efficiently
- Understand fiscal administration of budgets and forecasting needs
- Strong communication skills and presenter
- Experience leading dynamic projects
- Strategic and comprehensive planning
- Experienced in economic development
- Champions customer service; diplomatic
- Expansive knowledge of municipalities
- Infrastructure repair/replacement, capital equipment, and Capital Improvement Planning (CIP)
- Ambassador; a cheerleader and advocate for the objectives of the city
- An active, friendly, and approachable administrator: attends community events, and promotes a business-friendly environment
- Long-term financial planning, budgeting, and use of Tax Increment Financing (TIF) experience
- Build networks with and foster relationships among community partners, regional entities, and other communities

# EDUCATION, EXPERIENCE & TRAINING

Graduation from an accredited College or University with an emphasis in Public or Business Administration, Accounting, or a related field and three years of related experience and/or training; or an equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

# COMPENSATION AND BENEFITS

The salary range is \$110,000-130,000 annually, depending on qualifications and experience, IPERS retirement benefits, life, medical insurance, holidays, and paid time-off including vacation and medical leave benefits. Mileage reimbursement is available for travel. A single community recreation center membership and a single golf membership will be provided to the city administrator at no cost. Residency within the city limits is required within six months of employment, unless an extension is mutually agreed upon.

# TENTATIVE TIMELINE

2/17	Applications will be accepted until noon
2/27	Screening/Written and/or Phone Interview
2/28	Selection of finalists
3/20	Background Checks
4/14	Interviews
June	New City Administrator Starts

# HOW TO APPLY



Submit your cover letter, resume, salary history, and five recent professional references (including email addresses) by noon CST on February 17, 2023, to Midwest Municipal Consulting, LLC. at [Ehansen.mmc@gmail.com](mailto:Ehansen.mmc@gmail.com). See the full job description at <https://cityofjeffersoniowa.org/city-departments/employment-information/>.

For more information, please call Elizabeth Hansen by calling 515-391-9816.



Midwest Municipal Consulting

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