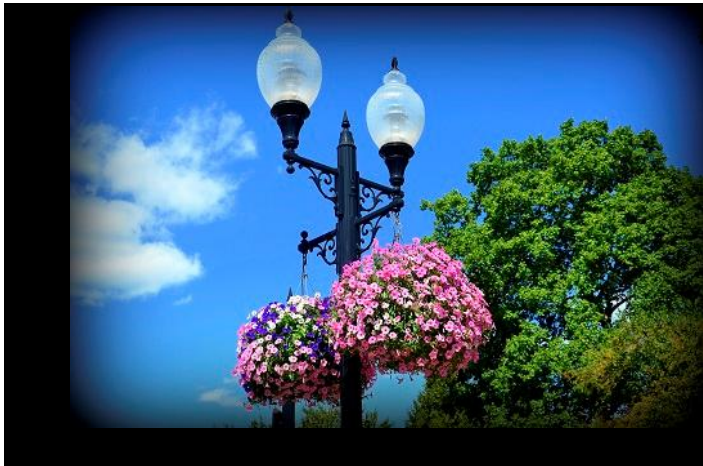




The City of Washington
located in the Iowa City-Cedar Rapids Corridor Region
is seeking a public service-oriented leader
with strong administrative skills for the position of
City Clerk/Development Services Director



Downtown Streetlights & Flowers



Washington Municipal Building

Executive Search Contact:
Brent Hinson, City Administrator
319-653-6584 ext 134

bhinson@washingtioniowa.gov

Submit applications to: clerksearch@washingtioniowa.gov
Additional information available at: www.washingtioniowa.gov

About Us

Washington is a growing county-seat community of 7,266 residents located 30 miles southwest of Iowa City and just 8 miles west of 4-lane U.S. Highway 218 in Eastern Iowa. Washington County has a population of nearly 23,000 residents. The area enjoys a diversified and growing economy based around agriculture, ag business, light manufacturing, education, healthcare, hospitality, and construction, among other sectors. Washington County is home to the Riverside Casino and Resort, one of Iowa's premier gaming destinations. It also happens that due to close proximity to the Iowa City area that the University of Iowa and University Hospitals & Clinics are among the top employers of Washington County residents. Washington is a Main Street community, and has enjoyed over \$12.5 million in private investment and an additional \$10 million in public investment in its classic downtown square area in the past 12 years.



Centennial Fountain at Night

The City of Washington is a Mayor-Council with appointed Administrator form of government. The Mayor chairs the meetings of the six-member City Council. The organization includes 49 full-time employees and an overall annual budget of nearly \$15 million. The position is jointly appointed by the City Administrator and City Council and supervised on a day-to-day basis by the City Administrator. The current Clerk is retiring after 36 years of distinguished service to the City, and the duties of Development Services Director are being added to the position.



Mayor & City Council

More info on the community is available at:

- www.washingtoniowa.gov (City, Chamber, Economic Development, Main Street)
- www.washington.k12.ia.us (Schools)
- <http://www.kirkwood.edu/washingtonregional> (Higher Ed)
- www.kciiradio.com (Media)

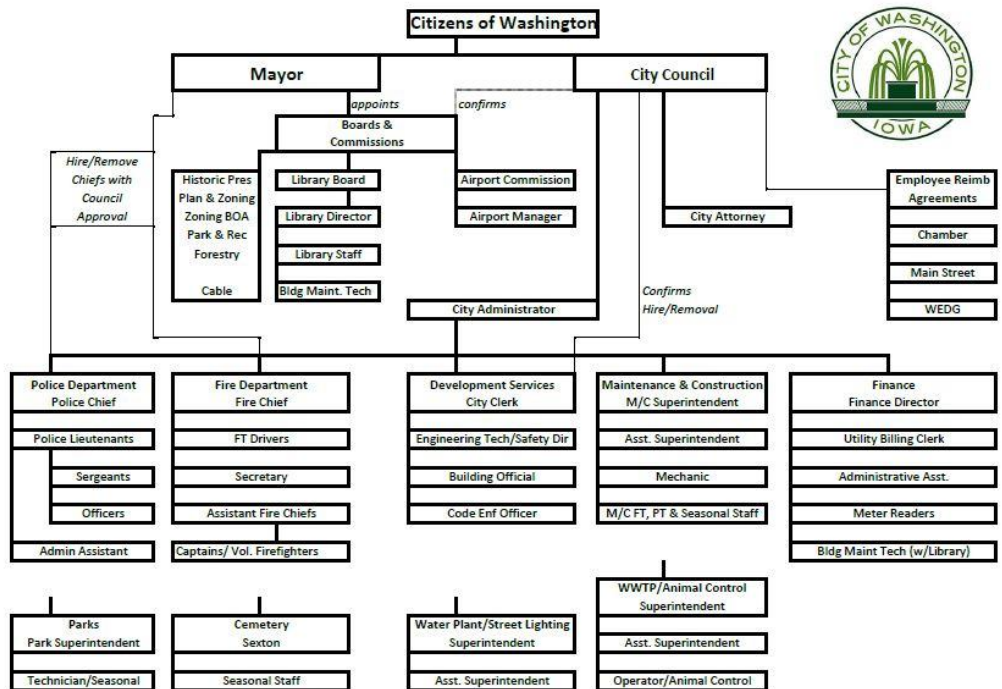
The Department & Organization

The City of Washington provides efficient, cost-effective, quality public services to the residents of the Washington community, including but not limited to Police, Fire, Animal Control, Library, Parks, Cemetery, Street Maintenance, Water, and Wastewater. The City contracts for various services including recreation programming, aquatic center operations, and residential solid waste & recycling services.

The City’s FY21 all-funds budget is \$20.7 million, including \$8.7 million in capital investment. The City has a moderate general obligation debt load, and has maintained an A+ bond rating from S&P over the last several years. City finances are solid and stable, with a general fund balance of \$1 million, as compared to annual general fund expenditures of about \$3.8 million, and total fund balances not including bond proceeds of around \$6 million. The City enjoys a stable and committed workforce, with average turnover of 3-4 positions annually, as compared to 49 total full-time employees.

The City Clerk has been a “one-person department” in recent years. However, with the new position title of City Clerk/Development Services Director, the position will oversee 2.5 full-time equivalent employees as a statutory supervisor, and additionally oversee some of the work of office staff in performing “clerk” duties. The position will be part of a three-person administrative leadership team, along with the City Administrator and Finance Director, and as such will regularly interact with other departments, outside groups, and the general public.

City of Washington Organizational Chart



**Facility
Improvements**

The City of Washington is completing facility improvements to the Municipal Building following a long and exhaustive facility planning process. A new 14,918 square foot Fire Station was added to the existing 9,403 square foot Municipal Building in 2018-2019, and construction began on the existing building for City Hall/Police Department following the Fire Department’s move to their new space. The \$6 million overall project included acquisition of 8 properties, moving of the primary sewer line for the central part of town, upgrading of a water line, and reconstruction of a street, in addition to the building improvements.

The improved facilities on the City Hall side will include a 1,200 square foot Council Chambers, larger conference room, lobby, break room, storage space, and offices.



Before Renovation- City Hall, Police, Fire



As of 9/1/20- City Hall & Police

The Position

The position will be responsible for duties including, but not limited to, the following roles:

- Official records & open meetings, including those of City boards & commissions
- Coordination & staff support to the Mayor on board & commission appointments
- Oversight & leadership for permitting, inspections & code enforcement
- Oversight & leadership of neighborhood improvement & sidewalk programs
- Coordination with Safety Director on occupational health & safety initiatives
- Coordination with Building Official in staffing for the Planning & Zoning Commission
- Coordination with key community partner organizations such as Chamber, Main Street, special committees as assigned, and others on events, programs, etc.
- Chief Public Information Officer for the City
- Coordination with engineering and other consultants regarding initiatives such as GIS mapping, comprehensive plan administration, and codification

Key challenges & initiatives expected in the first six months of employment are:

- Implementation of Zone 2 of sidewalk trip hazard program
- Oversight of special assessment process for East Adams street paving
- Review of permitting practices & fees
- Staff support to possible Iowa Great Places application
- Budgeting & planning for GIS system improvements
- Oversight of lot sales for the NLW Plat 1 residential subdivision

The hiring for this position will be overseen by a committee consisting of the Mayor, two City Councilors, City Administrator, and Finance Director, with the advice and input of a citizen panel. The final appointment must be confirmed by the City Council.

Position Advertisement:

City Clerk/Development Services Director. The City of Washington, Iowa (population 7,266) is seeking a detailed-oriented yet flexible-thinking professional. The current Clerk is retiring after 36 years of service to the community. The position will work as a key member of the administrative leadership of the City and oversee the work of 2.5 FTE employees, guiding the business of the City Council and community development activities. BA degree in related field and 5 years' responsible professional experience preferred. Salary range for the position is \$60,000 to \$68,000, depending on qualifications, with excellent benefits. Please submit application materials (including but not limited to cover letter, resume & 5 professional references) to: clerksearch@washingtونيowa.gov no later than 2 PM on October 9, 2020. Additional information available at: www.washingtونيowa.gov. EOE.

Preliminary Schedule for Hiring:

- October 9: Application Deadline
- October 30: Interviews
- November 3: Council Considers Confirmation of Hire
- By December 7: Proposed Start Date