



**WASHINGTON, IOWA  
City Administrator  
Position Profile**

**Apply by June 14,  
2024  
4:30 p.m. Central  
Time**



**[theiamanagementconsulting@gmail.com](mailto:theiamanagementconsulting@gmail.com)  
[“Washington City Administrator” in Subject Line]**

**Contact: Marketa Oliver  
Theia Management Consulting, LLC  
[theiamanagementconsulting@gmail.com](mailto:theiamanagementconsulting@gmail.com)  
515.322.6597**



## **CITY ADMINISTRATOR POSITION PROFILE - MAY 2024**

The City of Washington is seeking a dynamic and visionary leader to serve as its next City Administrator. Serving at the pleasure of the City Council, the City Administrator will play a pivotal role in guiding the City's strategic direction and overseeing day-to-day operations. As the key leader of the executive team, the Administrator will collaborate closely with department heads and City staff to ensure efficient and effective delivery of services to the community.

If you are a dynamic and forward-thinking leader passionate about making a difference in a thriving community, we invite you to apply for the position of City Administrator for the City of Washington, Iowa. Please submit your resume and cover letter with "Washington City Administrator Search" in the email title to [theiamanagementconsulting@gmail.com](mailto:theiamanagementconsulting@gmail.com) by June 14 at 4:30 p.m. Inquiries can be directed to the same email or by contacting Marketa Oliver at 515.322.6597.

### **The Community**

Nestled in the heart of Southeast Iowa, Washington is a vibrant community with a rich history and promising future. With a population of 7,352 residents, Washington boasts picturesque landscapes, including a charming town square, numerous parks, and awe-inspiring historic structures. As the second oldest city in Iowa, Washington takes pride in its heritage, with the oldest continually operating theater in the Guinness World Records.



State Theatre



Washington Public Library

The City has made significant investments in its infrastructure, completing several large-scale projects such as modernized water and wastewater facilities, a state-of-the-art library, and the development of an expansive 80-acre Wellness Park, including recently-built soccer fields. Partnering with organizations like the YMCA, the City provides a range of recreational opportunities, including newly constructed baseball fields.

Washington is served by the Washington Community School District, renowned for its commitment to education excellence. With 1,673 students from PK to 12th grade and an impressive student-teacher ratio of 13 to 1, the district ensures personalized learning experiences for every student. Additionally, the district is currently building a new junior high, symbolizing its dedication to continual improvement and growth.



Washington has an abundance of parks and impressive recreational programming.



A stable economic environment supports continued growth.

A good variety of business and industry provides a stable economic environment. Major employers in and around Washington include: Atlas Molded Products, Bazooka Farmstar, Breneman Pork, Brava Tile, Civco Medical Solutions, Cobb Oil Company, DeLong Construction, Engineered Building Design, Eichelberger Farms, Inc., Engineered Plastic Components, Farmers All Natural Creamery, Greiner Buildings, Hy-Vee, Iowa Renewable Energy, and Kalona Cooperative Technological Company, among others.

More information is available at:

- Washington Community Schools: <https://www.washington.k12.ia.us/>
- Washington Chamber of Commerce: <https://washingtoniowa.gov/economic-partners/chamber-of-commerce/>
- Main Street Washington: <https://washingtoniowa.gov/economic-partners/main-street-washington/>
- Washington Economic Development Group: <https://washingtoniowa.gov/economic-partners/wedg/>

### **City Government & Organization**

The City of Washington is governed by a six-member City Council headed by a Mayor. The Mayor and Council members are elected for four-year terms. The City Administrator position was created by ordinance to administer the day-to-day affairs of the City. The City Council meets on the 1st and 3rd Tuesdays of each month at 6:00 PM in regular session. Volunteer boards & commissions include: Zoning Board of Adjustment, Planning & Zoning Commission, Library Board of Trustees, Parks & Recreation Board, and Tree Committee.

The City has 46 full-time and up to 20 part-time(including seasonal) employees in the following departments: Administration (including Clerk and Finance), Public Works, Water, Wastewater, Cemetery, Police, Library, and Fire. The City offers a competitive benefit package to employees, with limited employee premium share for the following: health, dental, and vision for employee and/or family.



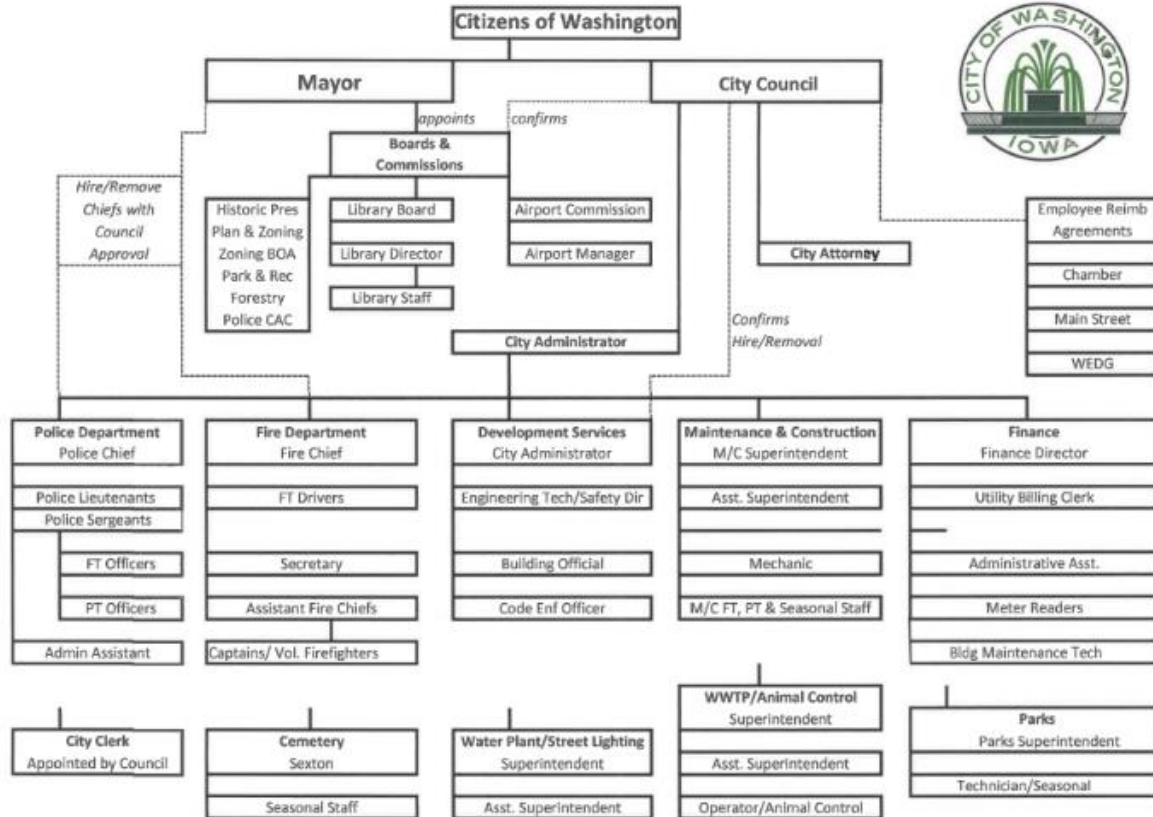
Washington Municipal Building



Washington Downtown Flowers

Employees are covered by the Iowa Public Employment Retirement System (IPERS) pension system. Employees are granted 10 paid holidays and 3 additional floating holidays, and also have access to employee-paid deferred compensation.

## City of Washington Organizational Chart



### City of Washington Organizational Chart

#### City Budget

The City's FY25 (July 1, 2024-June 30, 2025) property tax rate remains steady at \$16.14231 per \$1,000 valuation and it has an overall budget of approximately \$15.5 million, including capital projects. The City expects to have an estimated \$8.6 million in fund balances at 6/30/24 and \$9.4 million at 6/30/25. The City experienced a 7.4% increase in taxable valuations for the Fiscal Year 2025. The budget emphasizes water distribution infrastructure, streets, equipment, and long-term building maintenance in future budgets.

The City's full budget can be found at: <https://dom-localgov.iowa.gov/budget-view-renderer?id=18437>.

#### City Administrator Hiring Attributes

The ideal candidate possess the following qualities:

- **Leadership:** Demonstrated ability to inspire and lead teams towards common goals, fostering a culture of collaboration and excellence.
- **Financial Acumen:** Strong financial management skills, with the ability to develop and oversee budgets, analyze financial data, and make sound fiscal decisions.
- **Long-range and Capital Planning:** Proven experience in strategic planning and capital project management, with a focus on sustainable growth and development.
- **Community Engagement:** Ability to engage and build relationships with diverse stakeholders, including community organizations, service groups, and residents.

- Experience in TIF and Urban Renewal Projects: Familiarity with Tax Increment Financing (TIF) and urban renewal projects, including planning, implementation, and regulatory compliance.
- Communication and Grant Writing Skills: Excellent communication skills, both written and verbal, with the ability to effectively convey ideas and secure external funding through grant writing.

**Key Projects:**

The next City Administrator will spearhead several important initiatives, including:

- Development of an Updated Capital Improvement Plan: Crafting a comprehensive plan for future infrastructure investments to support the City's growth and development.
- Expansion of Wellness Park Amenities: Leading efforts to enhance the offerings at the Wellness Park, including the development of additional amenities such as restrooms and trails.
- Downtown Streetscaping: Collaborating with stakeholders to develop a funding plan and implement phased streetscaping projects to revitalize the downtown area.
- Lead Service Line Inventory and Mitigation: Conducting a thorough inventory of lead service lines and implementing mitigation strategies to ensure the safety of the City's water supply and transferring inventory to the Iowa Department of Natural Resources site and reviewing replacement options.

**Duties and Responsibilities of the Position**

The City Administrator is responsible for ensuring the policy decisions made by the City Council are executed, for providing sound policy advice to the City Council, for the oversight of City personnel, and for the timely and cost-effective delivery of the City's public services. This position is under the general administrative direction of the Mayor and Council. A full copy of the position description is available on request.

**Qualifications**

Shall possess a Bachelor's degree in accounting, finance, public administration, or a related field (Master's Degree preferred), and have five (5) years of related experience in municipal government or have an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the work.

Shall be bondable and shall generally be available for off-hour emergencies.

The City of Washington retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Residency within the City Limits of Washington is required within six months of starting employment.

**Announcement/Advertisement**

City Administrator, Washington, Iowa (population 7,352), located in the desirable Washington Community School District and in the heart of Washington County, is seeking a skilled communicator and financially savvy individual to be its next City Administrator. Starting salary range for candidates with preferred qualifications is \$105,000 - \$125,000. Qualifications include a

minimum of Bachelor's degree (Master's degree preferred) and five years of municipal experience.

Submit applications to [theiamanagementconsulting@gmail.com](mailto:theiamanagementconsulting@gmail.com) (please include "Washington, City Administrator" in subject line). Application materials requested include: a cover letter, resume, salary history, and five work-related references. Detailed profile available at: <https://washingtioniowa.gov/city-of-washington/city-administrator-position-available/>. Apply by June 14, 2024 at 4:30 p.m. Central Time. EOE. Inquiries can be directed to the same email or by contacting Marketa Oliver at 515.322.6597.

**Tentative Timetable for Search Process**

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by July 13. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

1. Application deadline.....June 14, 2024 4:30 p.m. Central Time
  
2. Notifications of semifinalists for the position.....June 18, 2024
  
3. Virtual interviews of semifinalists .....July 2, 2024
  
4. Candidates' day to tour the community and meet City employees, Mayor and Council members and interview.....July 12, 2024
  
5. Offer of employment..... July 13, 2024
  
6. City Council formal approval of hire .....July 16, 2024
  
7. Proposed starting date of employment ..... By August 31, 2024