



CITY ADMINISTRATOR

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. Neighboring cities are Kalona, Riverside, Fairfield, and Mount Pleasant.

The area enjoys a diversified and growing economy based around agriculture, ag business, light manufacturing, education, healthcare, hospitality, and construction, among many other sectors. Washington County is home to the Riverside Casino and Golf Resort, one of the state's premier gaming destinations.

With Washington being near Iowa City, the University of Iowa and University Hospitals and Clinics are among the top employers of Washington County residents.

Washington has been designated as a Main Street Iowa community, and has enjoyed over \$10 million in private investment and \$12.5 million in public investment in its classic downtown square area in the past 12 years.

More information on the community is available at:

Chamber of Commerce, Economic Development, Main Street
www.washingtoniowa.gov

School District
www.washington.k12.ia.us

City
www.washingtoniowa.gov

The City of
Washington,
Iowa seeks a
visionary
leader who is
innovative and
an effective
communicator
to serve as the
next ...



The Community, continued...



Arts and Culture: Washington offers two state-of-the-art performing arts venues that provide a regular schedule of performances, from music to live theater. Galleries and places to create fill the need for visual arts, and instruction in art, music and dance is available, too. Washington's claim to fame is as home to a Guinness World Record movie theater! The State Theatre was certified in 2016 as the World's Oldest Continually Operating Cinema Theatre. The Washington Community Center and the Washington Area Performing Arts and Events Center always have something in the works. Residents and visitors enjoy their musicals and plays, and the kids get comfortable on stage at their summer camps. The Chamber of Commerce office is extremely active and ensures entertainment and events throughout the year. Plus, Washington County hosts the best County Fair around!

Airport: Washington residents utilize Regional Airports, such as the Eastern Iowa Airport at Cedar Rapids which is 50 miles away. For international travel, Washington is approximately 75 miles from the Quad City International Airport, a hub providing four airlines serving 11 major airports in the US and two hours from the Des Moines International Airport, which is served by 6 airlines and many connecting hubs.

Education: The Washington Community School District has 4 school buildings; two elementary, one middle school and one high school. There is also one private St. James Roman Catholic Elementary School. Washington is fortunate to have the Kirkwood Community College Regional Center and being in close proximity to the University of Iowa in Iowa City and Iowa Wesleyan University in Mount Pleasant. The community passed a \$25 million bond referendum this September for construction of a middle school addition.

The Community, continued...

Health Care and Churches:

Washington has many health and wellness opportunities and options for its residents. Washington County Hospital and Clinics is a county hospital with specialists on site, family medicine, emergency room services and physical therapy. There are four (4) wellness options, including the YMCA, four (4) chiropractic offices and a mental health center as well. There are fifteen (15) churches in Washington.



Parks and Recreation:

Washington has seven parks, over 13 miles of hiking/biking trail with partnership with Washington County and includes the Kewash Trail. The City opened the Wellness Park in May 2021, with a couple more phases of planning and construction to be implemented. The city also has a public pool called the Steele Family Aquatic Center.



Library:

The Washington Free Public Library relocated to a new state of the art building on the square in 2009. It currently has 9,475 active cards including city and rural residents, and hosts many events for all ages year-round.

Fire:

The Fire Department has 4 full-time employees and 28 volunteer firefighters, including the Fire Chief and EMS volunteers.

Police:

The Police Department has 12 full-time employees, including the Police Chief.

Governance and the Organization

Washington has been a municipal corporation since 1839 and adopted the Home Rule Charter. The city operates under a Mayor-Council form of government with a Council appointed City Administrator. The community elects a six-member council as its legislative and governing body. The mayor and two councilmembers are elected at-large, and one council member is elected to represent each of the four wards. The council hires the city administrator and approves mayoral appointments to boards and commissions. The Police Chief and Fire Chief are appointed by the Mayor with council approval. The Mayor is elected every four years and the six City Council members serve four-year overlapping terms. The Council meets in regular session on the 1st and 3rd Tuesday of each month at 6PM. The City just recently invested \$6 million to construct an addition and renovation of the City Hall, Police, and Fire Station.

Washington is a full government service community, including Administration, Fire, Police, Animal Control, Library, Water, Wastewater, Street Maintenance and Construction, Cemetery, and Parks and Recreation. The City enjoys a stable and committed workforce, with 49 total full-time employees.

The city's current tax rate is \$15.22393 per \$1,000 valuation, has a Moody's Bond Rating of A+, and has a FY21-22 overall budget of approximately \$15 million, including approximately \$8.7 million for capital projects. The city's finances are solid and stable, with a general fund balance of \$1 million.



Leadership and Innovation Opportunities

The City of Washington plans to hold a goal setting work session in December 2021. The next city administrator will participate in the process and will be expected to build upon and develop long-term strategies that will help the city address the current projects and priorities.

Current Priorities

- ◆ Continue current initiatives and implement the plans in place
- ◆ Maintain current tax levy rate, balanced budget and stay in good financial standing
- ◆ Staffing analysis for all departments
- ◆ Commercial and housing development and redevelopment
- ◆ Early learning and childcare
- ◆ Reducing Inflow and Infiltration with water and wastewater system updates
- ◆ Continue building out the Wellness Park (Phases) and southwest Business Park
- ◆ Continue efforts on Capital Improvement Plan and Capital Equipment Plan
- ◆ Expanding the trail system by partnership with Washington County

Desired Capabilities

The City of Washington seeks a visionary leader to be the next City Administrator. The ideal candidate will have an ability to see the big picture, be a strategic thinker, and leader with the ability to make sound decisions that are in the best interest of the city.



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 the objectives, results 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.

The City of Washington enjoys financial stability, maintaining the same levy rate for several years. It is important to the City that the candidate has budgeting and fiscal management experience to maintain the city's sound financial standing. Forecasting long-term needs, financial planning and awareness of bonding practices and Tax Increment Financing (TIF) is critical.

Every community is working on economic growth and redevelopment. Washington is no different. The city administrator will lead the city on economic development efforts and can use these resources to stimulate development and redevelopment, especially of vacant by choice commercial and residential properties.

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 has worked hard to build and maintain strong working relationships with community partners such as other cities and governments (Washington County), the Chamber, Main Street, Washington Economic Development Group (WEDG), the community school district, and many others, the city administrator must understand the importance of collaboration and continue to maintain great relations and be creative to seek innovative ways to partner with these groups.

Finally, the City has accomplished putting many plans in place, namely an annual strategic and capital improvement plan, comprehensive plan, and equipment replacement plan. The city administrator will be expected to maintain, implement and amend those plans with input of the staff, Mayor, City Council and the public.

Specific traits identified:

- Experience in local government operations
- Experience in Economic Development
- Strong knowledge of municipal budgeting
- Working knowledge of bonding, TIF, grants
- Advocate for the objectives of the city
- Ability to lead strategic initiatives
- Accepts responsibility and solid decision-maker
- Recognizes employee accomplishments
- Uses technology to operate more efficiently
- Builds community and regional relationships through collaboration
- Experience managing human resource matters
- Knowledge of city and state laws and regulations
- Accept/evaluate new ideas with open mind
- Strategic planner and forecasts long-term
- Approachable, good listener
- Open and flexible in controversial situations
- Has open door policy, transparent and honest
- Strong communication skills
- Team-oriented, coach, mentor

Education and Experience

A Bachelor’s degree is required, while it is preferred to hold a master’s degree in public administration or related field and a minimum of five (5) years of increasingly responsible experience supervising and managing municipal government operations or comparable organizations.

Compensation and Benefits

The salary range is \$105,000 to \$125,000 annually, depending on experience, IPERS retirement benefits, life and short-term disability, medical and dental insurance, and Holiday, Paid Time Off, including, vacation, medical and administrative leave benefits. A vehicle allowance of \$3,600 annually is provided or mileage reimbursement is available. A cellular phone is provided or a stipend is available. Residency within the City Limits is required within six months of employment, unless an extension is necessary and agreed upon by both parties.

How to Apply

Submit your cover letter, resume, salary history and five work related references by noon CST on November 5, 2021 to Midwest Municipal Consulting, LLC. at EHansen.mmc@gmail.com. See full job description at www.washingtoniowa.gov. For more information, please contact Elizabeth Hansen by calling 515-391-9816.

Tentative Timeline

Applications will be accepted until noon CST	November 5
Screening/Written and/or Phone Interviews	November 12
Selection of Finalists and Background Checks Begin	November 16
Interviews	November 30
City Council may Consider New City Administrators Appointment	December 7

