

Position: City Administrator**Where: Nora Springs, IA**

Nora Springs, Iowa, population 1,431, is seeking a high-quality candidate with strong, energetic, and visionary leadership skills to serve as their next City Administrator. Nora Springs is a rural community located along the Shell Rock River in North Iowa, sitting eight (8) miles East of Mason City. The City of Nora Springs was founded in 1857 and is located within the Central Springs Community School District. The City Administrator has two (2) direct reports with a total of seven (7) employees. The annual operating budget is approximately \$4.77 million. To learn more about Nora Springs and the position, please visit our website at www.citynorasprings.com.

The successful candidate will have experience with financial management and budgeting, and demonstrate innovative and sound judgment in planning, organizing, directing, coordinating, and evaluating the operations, programs, activities, and services of all departments, offices, and agencies of the City. This position is accountable for the administration of policy and the day-to-day operations of the City of Nora Springs.

Education

- Associate's degree majoring in business, public administration, office management, or other related field. Bachelor's preferred.

Experience

- Five (5) years of responsible City or County government operations or related field, management experience, and customer service experience

Salary and Benefits

- Based on qualifications
- Holidays, vacation, and personal sick leave
- Health insurance, dental coverage
- IPERS retirement benefits
- Short Term Disability
- Life Insurance

Essential Duties and Responsibilities

- Please see attached job description

Residential Requirements

- Must reside within twenty (20) minutes normal drive time

Additional Information

Confidential materials such as a cover letter, resume, and three (3) professional references should be sent to:

Deborah J. Gaul, City Administrator

PO Box 336

Nora Springs, IA 50458

nscityhall@myomnitel.com

(641) 749-5315

Applications are due no later than 4:00 pm on January 14, 2022

**APPLICANT'S FOR THE CITY OF NORA SPRINGS WAIVER OF LIABILITY AND
RELEASE FORM**

READ CAREFULLY BEFORE SIGNING:

In order to permit the City of Nora Springs to make a more in depth check for the purposed of determining working relations and suitability for employment with the City. I, _____, hereby release from liability and promise to hold harmless from any liability under any and all possible causes of legal action to any and all persons who shall furnish any information or opinions regarding my work history and personal habits.

This undersigned hereby authorizes any supervisor or employers to release and transmit information or materials of my employment with them, to the City Administrator for the City of Nora Springs.

This release of liability given by me to the City of Nora Springs, its officers, employees, agents, and all others as heretofore provided, shall apply to any right of action that might accrue to me, my heirs, and my personal representative.

Date: _____

Signature: _____

Print Name: _____

POSITION DESCRIPTION

Class Title: City Clerk/Administrator
Department: City Hall
Division: Exempt
Date: 04/12/2012

Job Code Number:
Grade Number:
Union: None
Location: Nora Springs City Hall and
And other areas generally within the City.

GENERAL PURPOSE :

Performs a variety of administrative and specialized duties which require accuracy, confidentiality, independent judgment and proficiency. Accountable for the administration of policy and the day-to-day operations of the City of Nora Springs.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Mayor and City Council.

SUPERVISION EXERCISED:

Performs a variety of administrative and specialized duties which require accuracy, confidentiality, independent judgment and proficiency. Accountable for the administration of policy and the day-to-day operations of the City of Nora Springs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all departments, offices, and agencies of the city.

Prepares and submits annual operating budget, including any necessary tax levies, to the City Council in a timely manner.

Prepares monthly and annual reports required by state and federal law.

Transfers funds between accounts following the standard accounting procedures.

Coordinates payment of all city bills including payroll.

Writes, records and file grant revenues.

Develops financial management plans and strategies for consideration and approval of the City Council.

To assist the Mayor in any of the Mayor's duties as requested by the Mayor and approved by the City Council.

Serves as city's chief financial officer.

Develops and oversees the enforcement of city ordinances.

Administers city's employee personnel program in compliance with all local, state and federal employment policies, laws and regulations, including employee's handbook.

Suspends employees according to applicable law and in accordance with employee handbook.

To summarily, without notice, investigate any affairs and conduct of any department, agency, officer or employee under the supervision of the Administrator.

Has the power to administer oaths of office.

Develops and implements appropriate training program for all city staff.

Oversees an employee grievance system and appeal process.

Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council and the public for research or recommendations on city policy issues.

Ensures publication of ordinance and amendments adopted by the City Council are in accordance with state law.

Maintains copies of all current city ordinances and codes for public use.

Publishes notice of public hearings, elections, and other official actions as required by local and state law.

Prepares and posts an agenda of all council meetings and meetings of other boards and commissions as required.

Advises council and boards.

Responds to questions, investigates complaints and other concerns from the public and explains city policy.

Represents the city in direct contact with the citizens on a daily basis and to the media and community groups.

Prepares new releases; conducts press conferences, and gives interviews.

Performs duties relating to elections as required by state law.

Issue licenses and permits approved by the City Council and maintain appropriate records.

Certifies all measures establishing any zoning district, building lines or fire limits, and a plat showing each district lines, or limits, to the appropriate County Recorder.

Executes contracts on behalf of the City.

Supervises the performance of all contracts or work to be done for the City.

Oversees purchase and inventory of materials and supplies.

Provides general supervision of the use of city property, including use of vehicles owned by city.

Supervises the construction, improvements, repair, maintenance and management of all city property.

Encourage and oversees economic and community development efforts.

Makes recommendations regarding financing of all city projects.

Oversees the operation of city utility services.

Maintains all records as required by state law.

Records and files city easement and street or alley vacations.

Prepares and file assessments.

Prepares and maintains payroll records and all required reporting thereof.

Verifies building plans for compliance with zoning and planning standards, municipal ordinances and flood and fire zone district.

Represents the City for purposes of economic development.

EDUCATION, TRAINING, AND EXPERIENCE

Required Education: Associate's degree majoring in business, public administration, office management, or other related field. Bachelor's preferred.

Preferred Experience: At least five (5) years of responsible City or County government operations and management experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of principals, practices, and objectives of public administration, including extensive knowledge of financial administration, generally accepted accounting principles for governmental entities and personnel management and the ability to apply said principles.

Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.

Knowledge of local, state, and federal laws, and regulation relating to municipalities.

Knowledge of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal government; legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding, urban renewal; economic development; and zoning.

Ability to compile and analyze financial reports and to present sound conclusions and recommendations.

Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and the administrative regulations.

Ability to perform complex and varied work. Interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.

Ability to establish effective working relationships with employees, co-workers, department heads, the public and other public officials.

Skill in using office equipment, including computer and word-processing, and spreadsheet software; and telecommunications equipment.

Ability to communicate clearly, both orally and in writing.

Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees.

Ability to maintain orderly records and files using standard alphabetical or numerical sequencing.

Knowledge of the organization and functions of municipal government.

Ability to interpret technical information; gather and analyze financial information; and prepare related reports.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

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. Required physical activities: sitting, kneeling, reaching, talking, hearing and repetitive motions.

Physical Characteristics of the Job: Sedentary work exerting up to fifty (50) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Environmental Characteristics: The work is performed primarily in an office environment. The job requires setting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure and at time irregular work hours; may occasionally perform outside activities such as running errands, etc.

Equipment and materials used: Computer hardware and software, computer network, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nora Springs Code of Ordinances, dictionary, telephone, mobile radio, fax machine, photocopier, other office equipment and car/light pickup.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: City Council
Appointing Authority

Effective Date: 11/10/2021

Revision History: 11/10/2021

IMMIGRATION REFORM AND CONTROL ACT (IRC 1986)

The City of Nora Springs complies fully with the Immigration Reform and Control Act of 1986. Once hired, employees are required to establish their identity and eligibility to work in the United States by completing INS Form I-9 not later than the third day after beginning work. Failure to meet this requirement within the time specified will result in termination of employment.

EQUAL OPPORTUNITY

The City of Nora Springs provides equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, martial status, sex, age or disability in all personnel actions, including recruitment, evaluation, selection, compensation, training, promotion, and termination.

POLICY ON A DRUG-FREE WORKPLACE

The City of Nora Springs does have a Drug-Free Workplace policy.