

BRITT, IOWA
CITY ADMINISTRATOR/CLERK

COMMUNITY & POSITION PROFILE

November 17, 2021



Apply by Dec 22, 2021

Contact: Ryan Arndorfer
Mayor, City of Britt
brittmayor.rarndorfer@gmail.com
170 Main Avenue South – PO Box 303
Britt, IA 50423
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CITY OF BRITT, IOWA

CITY ADMINISTRATOR/CLERK

Community and Position Profile

Position Profile

The City of Britt, Iowa is currently accepting applications for the position of City Administrator/Clerk. Persons interested in this position should submit a cover letter, resume, three work-related references, and salary history by December 22, 2021 to Mayor Ryan Arndorfer, City of Britt, PO Box 303, Britt, IA 50423 or via email at brittmayor.rarndorfer@gmail.com. Additional information regarding the City of Britt can be obtained by visiting the City's website at www.brittiowa.com.

Britt, Iowa– U.S. Highway 18 and County Road R35

The City of Britt is a community of 2,069 people located in the north central part of Iowa in beautiful Hancock County. The City is located at the junction of U.S. Highway 18 and Hancock County Road R35 and is just 20 miles to the west of the Interstate 35 and the four-lane Avenue of the Saints. Britt is just 20 miles from the Mason City/Clear Lake metro area and only 119 miles from Des Moines, Iowa

The City of Britt is an easy drive to many major metropolitan areas such as:

- Minneapolis/St. Paul - 145 minute drive to the north
- Rochester, Minn. - 120 minute drive to the northeast
- Iowa City – 187 minute drive to the south and east.
- St. Louis – 420 minute drive to the south
- Chicago – 390 minute drive to the east
- Omaha - 240 minute drive to the west and south
- Kansas City – 340 minute drive to the southwest



Britt – Unique and Interesting History

The plat of the village of Britt was filed for record at the county seat on June 20, 1878, by John T. Stoneman and William H. Lorimier, proprietors. John T. Stoneman surveyed the ground and named the site of the village. It is said that the first building erected upon the site of Britt was the depot of the Chicago, Milwaukee & St. Paul Railway, which was put up in 1870. The second building was a section house or shack to the east of the depot. The first residence erected was that of J.H. Burdick, who came to this area in 1876. The first newspaper ever published in Britt occurred on December 19, 1879. A post office was established in 1870.



The town of Britt was incorporated on June 23, 1881. The petition to the district court judge for incorporation was duly drawn and signed by 45 legal voters of the town. The first hotel built in the town of Britt was the Star Hotel, which was erected by S.F. Benson in October, 1876. A.D. White, J.W. Ball and F.B. Rogers were later proprietors. Edwin Hales also started a hotel known as the Hales House in the spring of 1880.

The first water plant in the City was started in 1894, and at first was a decided failure, going through the hands of many owners. The Britt Light & Power Company was organized on October 15, 1914, thus adding another municipal feature to the City. The City installed sanitary sewer lines and paved many streets in 1916.

City Government

The City of Britt has a mayor-council with appointed city administrator form of local government, which is typical in Iowa. The mayor is elected every two years and the five city council members are elected to serve four year overlapping terms. The city council appoints the city administrator. The city council meets in regular session on the 1st Tuesday of the month at 7:00 p.m. at the City Hall Office Building. The City employs 11 full-time employees. The City's annual budget is around \$3.4 million, not including transfers between funds. A breakdown of an approximate budget for city expenditures is as follows:

1. Public Safety – Police & Fire.....	\$ 420,000.
2. Public Works – Streets, Lighting & Snow Removal.....	\$ 470,000.
3. Health & Social Services.....	\$ 7,500.
4. Culture & Recreation – Library & Parks	\$ 248,000.
5. Community & Economic Development.....	\$ 274,000.
6. General Government.....	\$ 130,000.
7. Debt Service.....	\$ 335,000.
8. Capital Projects.....	\$ 795,000.
9. Water Utility.....	\$ 400,000.
10. Sewer Utility.....	\$ 260,000.
11. Other business activity.....	\$ 50,000.
Total.....	\$ 3,389,500.

The major sources of city revenues include the following:

1. Property Taxes.....	\$ 910,000.
2. Licenses & Permits.....	\$ 18,000.
3. Use of Money & Property.....	\$ 88,000.
4. Local Option Sales Tax.....	\$ 160,000.
5. Road Use Taxes.....	\$ 260,000.
6. Water Utility User Fees.....	\$ 255,000.
7. Sewer Utility User Fees.....	\$ 277,000.
8. Utility Tax & Utility Franchise Tax.....	\$ 30,000.
9. Landfill/garbage.....	\$ 146,000.
10. State Grants.....	\$ 26,000.
11. Bond Proceeds.....	\$ 795,000.
12. Transfers.....	\$ 266,000.
Total.....	\$ 3,231,000.

The City's current tax rate is \$18.38 per \$1,000 valuation. Total estimated fund balance of all city funds on June 30, 2020 was \$ 1,975,814. The City has just under \$2,000,000 in outstanding general obligation debt as of June 30, 2020.

City Administration Services

Central administration includes the offices of the city administrator /city clerk and the deputy city clerk. The city administrator implements policy decisions of the Council and enforces City ordinances. Additionally, the city administrator supervises department directors. The city administrator is responsible for the keeping of all official City records, including ordinances, resolutions, and minutes, as required by Iowa law.



The city administrator, along with the deputy city clerk, handles the general ledger, liquor permits, accounts payable and receivable, investments, bond and interest payments, and monthly financial reporting. The city administrator also handles payroll, zoning, cigarette permits, and other projects, as assigned.

There is a community center room located at City Hall. This large room is often the site for community events, important meetings, or public gatherings.

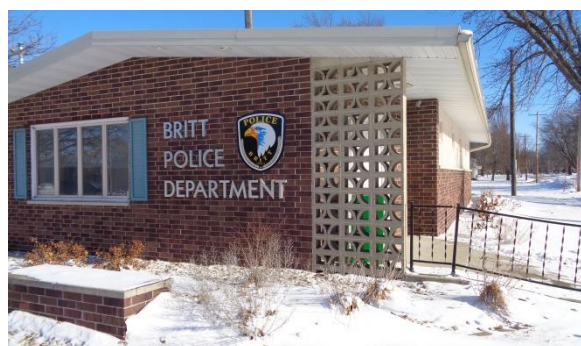
Police Department

Britt provides professional law enforcement services through a Police Department with five full time officers and occasional part-time officers. The Police Department strives to provide professional law enforcement services intended to positively impact the quality of life of Britt citizens through commitment, education, and community partnership. The mayor supervises the chief of police, who then works with the city administrator.

The Police Department has the responsibility of preserving the peace, responding to law enforcement service requests, engaging in crime prevention, protecting lives and property within its jurisdiction, and other related responsibilities. The Hancock County Sheriff's Office provides dispatch service. The Department responds to about 1,650 calls per year.

The Police Department is involved with the following special law enforcement programs:

- Enforcement of nuisance abatement, junk vehicle, and dangerous building ordinances.
- Allies for Substance Abuse Prevention (ASAP).
- Special Traffic Enforcement Program (STEP).
- Sexual Assault Response Team (SART).



Fire Department

The Britt Fire Department has served the community for over 100 years and includes 26 volunteer firefighters. The Department responds to about 65 calls per year. The Fire Department volunteers have been trained in haz-mat response, vehicle rescue, confined space, and basic fire fighter 1. The Fire Department also provides protection to 100 square miles or parts of six townships in Hancock County. The Department provides assistance to the West Hancock Ambulance Service.

The Fire Department currently provides fire protection services with the following equipment:

- 1986 Quick Attack Vehicle
- 2019 Pumper Engine Truck
- 1990 Pumper Engine Truck
- 2000 Rescue Truck
- 2004 Tanker Truck

The Fire Department obtained a Stimulus Grant in 2010 for an addition to the Fire Station.



Britt Public Library

The Britt Public Library was first established in 1918. The current library building has 5,000 square feet and was constructed in 1968. The average monthly attendance is 1,000 and the monthly circulation is 2,100. The services at the Library include:

- Public access computers.
- Copy machine & FAX machine.
- Scanner & laminating.
- Large print collection.
- Audio books, CD's & DVD's.
- E-books & downloadable audio books.
- Periodicals & reference services.
- Microsoft office on computers.
- Proctoring of classes & tests.
- Children's library services.



The Library staff oversees a number of special programs such as:

- Summer reading program.
- Story hour.
- Adult book talk.
- Lego Kids (K to 2nd & 3rd to 5th)
- Britt Library after School Times (BLAST)
- Classic movie night.
- Kids Summer Lunch Program.





The Library employees also monitor the local access cable channel with various types of programming such as, community events, non-profit groups, and city announcements. A seven member Library Board of Trustees provides guidance and direction to the Library Director.

Parks & Recreation Department

The City has six parks that provide a variety of recreational opportunities for residents such as playground equipment, basketball courts, tennis courts, picnic shelters, softball field, and baseball field. There is a five member Parks & Recreation Board that advises the City Council on needed facilities and park improvements.

Britt works hard to maintain a great variety of recreational opportunities for residents and visitors. Lions Park, across from the West Hancock High School, features a playground, picnic area, a disc golf course, flower beds and other items for visitors to enjoy. The playground equipment in Lions Park was brand new in 2019.

Centennial Park, just off U.S. Highway 18 in northwest Britt, has a ball diamond and picnic area. The city park in downtown Britt features a gazebo and is the site of many Hobo Convention Days activities, as well as other events throughout the year. The park also has a popular basketball court.

The Monson Memorial Veterans Park, across the street from City Hall, features statues and artwork depicting the American soldier. The Park also has the Hancock County Freedom Rock, which has a patriotic theme that was painted by an Iowa artist. Additionally, there is a Veterans' Memorial in front of the Britt Public Library. It lists the names of the veterans from Britt, who served our nation.



The Hancock County District Fairgrounds has many camp sites that are convenient for people attending local activities.

The Britt Swimming Pool was constructed in 2008, after a community fund raising campaign. The 200,000 gallon swimming pool features a slide, zero entry, diving boards, a tornado shelter, and bath house. The pool features an annual drive-up style movie for pool goers and families, and at the end of the season there is a “doggy dip,” which is becoming a popular event.



Public Works – Street Department

The Public Works Department has four full time employees who operate and maintain 24 miles of city streets, 12.6 miles of storm sewer lines, 17 miles of water mains, and 16.75 miles of sanitary sewer lines. The Street Department services included street cleaning, snow removal, park maintenance, tree dump site, street signs, and building maintenance.



Public Works – Water Utility

The City’s water utility system includes two water wells – one that was drilled in 1890 and a second well that was drilled in 1937. Both wells can provide 390 gallons per minute each. The City produces about 55 million gallons of water per year for 950 customers. The City has two operating water towers:

- 1937 Tower – 100,000 gallons to be taken down
- 1970 Tower – 200,000 gallons
- 2021 Tower – 150,000 gallons



The City’s water treatment plant has iron filtration, chlorination, and fluoridation. The plant was built in 1955 and will be completely replaced in 2022.



Public Works – Wastewater Treatment Facility

The City's wastewater treatment plant (WWTP) was first built in 1937 and was updated in 1988 and 1995. An extensive upgrade to the WWTP is tentatively scheduled for 2026. The WWTP is an activated sludge process with trickling filter, clarifiers, two lift stations, ultraviolet disinfection, grit chamber and containment pond. The average daily flow to the plant is 250,000 gallons and the plant has a maximum design capacity of 1,400, 000 gallons.



The sanitary sewer collection system includes 16.75 miles of sewer lines and one lift station. The City has been slip lining many of the sewer lines to reduce the rate of storm water infiltration.

Private Utilities and Services

Natural gas service and electrical power are provided by Alliant Energy. Cable television service and internet service can be provided by Mediacom and Communications 1 Network.

West Hancock Ambulance Service

The City of Britt and the surrounding area is served by the West Hancock Ambulance Services. The ambulance building is located to the west of the Britt Downtown Business District. The Britt Fire Department assists the West Hancock Ambulance Service on emergency calls.



Economic Development Programs

The Britt community and Hancock County is fortunate to have numerous organizations that actively promote growth and development.

Britt Chamber of Commerce

The Britt Chamber of Commerce is an excellent source of information on Britt and promotes many community events. While the Chamber does not employ a full time paid director, the 12 member Board of Directors and many volunteers do much to promote and market Britt's many activities, events, and unique features. The Chamber promotes several seasonal/holiday events throughout the year. More information can be found on the Chamber's website – www.brittiowa.com/com/chamber.

North Iowa Area Council of Governments (NIACOG)

The City of Britt and Hancock County are members of the North Iowa Area Council of Governments. NIACOG provides a variety of services, including grant administration, transportation planning, housing

programs, personnel planning, safety training, and economic development programs. NIACOG can also assist the City with the accessing of the State of Iowa economic development program.

Hancock County Economic Development Corporation

The City of Britt partners with the Hancock County Economic Development Corporation (HCEDC). The HCEDC mission statement is: “The Hancock County Economic Development Corporation will facilitate business development, infrastructure development, and workforce development in the county while enhancing our quality of life, by partnering with local, regional and state organizations to maximize results.”

The HCEDC’s 13 member board and executive director are involved in numerous programs and activities, such as:

- Business retention programs
- Marketing programs through various media outlets
- New business attraction efforts
- Training and resources
- Workforce development to showcase available jobs
- Home Base Iowa Program promotion
- Revolving Loan Fund for small businesses
- Hancock County Internship Program
- Coordination and strengthen of partnerships

Britt Industrial Development Corporations (BIDCO)

The BIDCO organization was formed in 1957 to promote and enhance economic development projects in Britt. BIDCO is a 501(2)(6) non-profit corporation and has been actively involved in numerous projects in Britt, most recently:

- Assist with a Daycare Center start up
- Construction of a spec home in the City’s subdivision
- Assist the City with the low interest revolving loan fund
- Purchase of a former convenience store facility and converting it to a non-profit day-care center
- Promote and market sites in the new commercial park



City of Britt, Iowa

The City of Britt has been a very active participant in the community’s economic development efforts. While some cities may discuss or consider economic development endeavors, the City of Britt has actually done some very unique and ambitious economic development projects, such as:

- Start a residential subdivision
- Establish a commercial park
- Create a revolving loan fund for businesses
- Support local economic development organizations.



Businesses and Industries

Britt Business Community

The City of Britt has a very diverse and excellent selection of businesses and industries that would be comparable to cities with triple the population of Britt. These local businesses include:

- 2 banks
- 3 attorney offices
- 4 automotive centers
- 5 beauty shops
- 2 clothing stores
- 1 convenience store
- 1 grocery store
- 2 funeral homes
- 1 car dealership
- 7 farm service businesses
- 1 hardware store
- 1 lumber yard
- 4 insurance agencies
- 1 accountant office
- 1 computer store
- 1 bowling alley
- 1 flower shop
- 2 real estate offices
- 7 restaurants
- 1 veterinarian clinic
- 1 dental clinic
- 1 pharmacy
- 1 eye care center



In addition to all of these businesses, the community has nine churches of worship, a Lions Club, boy and girl scout groups, area food bank, three museums, and many unique small businesses.

Britt Industries



The Britt Community is also home to some major employers and industries. These major employers include:

- Doll Distributing, LLC
- Miller & Son Golf Cars
- National Purity, LLC
- Original Saw Company
- Monson & Son Trucking
- Michel Foods
- Smidley Manufacturing, Inc.



- Sparboe Farms, Inc.
- Unicover, Inc.
- Hancock County Health System
- Westview Care Center
- Summit House Assisted Living Facility

There are also numerous employment opportunities within a 30 minute drive of Britt in nearby cities such as Mason City, Clear Lake, Forest City, Garner, and Algona.

Britt's New Commercial Park

The City of Britt has eight lots available for sale in the City's new commercial park along U.S. Highway 18 on the east side of the City. The water and sewer utilities were installed in late 2017. The site has been graded and surveyed and streets were constructed in early 2018. A new Family Dollar/Dollar Tree store is currently being built on the park's largest lot and has highway frontage.



Residential Developments and Houses

The City of Britt has a mix of houses for sale ranging from new homes on the north side to elegant historical homes in the center of town. Houses are available for sale in most every price range.

New residents have the option of building their "dream house" in the City's new subdivision. The subdivision is located on the north side of town and lots are free to anyone willing to build a home.



West Hancock Community School District

Britt is part of the West Hancock Community School District, which has over 600 students in the Pk-12 program. The Elementary School (Pk – 4) and the High School (9-12) are located on the west side of Britt. The Middle School (5-8) is located in Kanawha, Iowa which is a community of 650 people located 10 miles south of Britt.

The West Hancock Community School District is governed by a seven member Board of Education that oversees 4 administrators, 52 teachers, 50 support staff members, 2 counselors, and 2 nurses. The Board of Education is continually making improvements and upgrades to all school buildings and facilities. Recent improvements include:

- New elementary school in 2003
- Major updates, including air conditioning to the High School in 2011
- New home economics room and weight room facility in 2012
- New bus barn in 2014
- New football field, track, & bleachers in 2016
- Roofing projects in 2018

Elementary School – Grades Pk-4

The Elementary School has 255 students. Recent updates were made to the elementary school playground. There is an after school kids club. There is a 3 and 4 year old preschool program.



Middle School – Grades 5-8

The Middle School has 180 students. Major updates were made to the Middle School in 2003. The building is fully air conditioned and the complex has its own facilities for all sports and activities.



High School – Grades 9-12

The High School has 165 students. There is an after school help program, a health academy, and entrepreneur academy, a teaching academy, and green house. The High School has some of the best sports programs in the state and the student – athletes have really excelled in football, wrestling, basketball and track. High school students have access to a wide range of extra

circular activities,

such as:

- | | |
|--------------------------|----------------|
| • Student Council | * Cheerleading |
| • Yearbook | * Softball |
| • FFA | * Baseball |
| • Academic competitions | * Speech |
| • National Honor Society | * Pep Club |
| • Drama programs | * Marching |
| • Football | * FCCLA |
| • Volleyball | * Chorus |
| • Cross Country | * Spanish Club |
| • Basketball | * Wrestling |
| • Track | * SES |
| • Golf | * SWAT |



The School's website (www.whancock.org) has the schedules and programs of activities for all levels and schools.

Medical Facilities in Britt

Medical Facilities – Hancock County Health System

The residents of Britt have access to an excellent health care system in their own community. Britt is home to the Hancock County Memorial Hospital, a 25 bed all private room hospital, which is affiliated with Mercy Health Network – North Iowa in Mason City. Some of the many medical services include:

- Radiology
- Respiratory rehab
- Sleep studies
- Rehabilitation services
- Heart & vascular center
- Skilled nursing care
- Medical unit
- Surgical services
- Laboratory



In addition to these services, the HCHS also offers:

- Primary Care Clinics
- Aesthetics: Skin Care
- Business Health
- Diabetic Education
- Emergency Room Services
- Home Health Care
- Nutrition Counseling Senior Life Solutions
- Access to fitness room for the public

HCHS provides convenient access to these specialty physician clinics in Britt:

- Cardiology
- Ophthalmology
- Ear, nose & throat
- Neurology
- Orthopedics
- Podiatry
- General Surgery

A medical clinic with seven medical providers is attached to the Hospital. Britt is located 30 miles from Mercy Medical Center in Mason City and 121 miles from the world renowned Mayo Clinic in Rochester, Minnesota. The major hospitals in Des Moines are less than 125 miles from Britt. Additional information regarding the Hancock County Health System can be obtained at www.trustHCHS.com.



Community Events and Celebrations

National Hobo Convention

There is no shortage of events and celebrations in Britt, all of which offer new residents the opportunity to meet people and enjoy what Britt has to offer. Britt has gotten much recognition and attention for the National Hobo Convention that is held the second weekend of August every year. The convention includes a parade, 5K/10K walk & run, coronation of a king & queen, concerts, a midway, car show, craft show, and access to the National Hobo Museum.



In the mid-1800's, 63 hobos formed a union in order to avoid prosecution for vagrancy. Aptly called Tourist Union #63, they decided every year a convention would be held for the members to renew friendships, collect dues, and elect a king and queen to represent them. In early years, the convention was held in Chicago, Illinois. During the late 1890's, Britt's founding fathers extended an invitation to have the convention moved to

Britt. In 1900, the first convention in Britt took place, and the rest is history. The 122nd Annual National Hobo Convention is scheduled for August 11-14, 2022.

Britt Draft Horse Show

The first Britt Draft Horse Show was held on Labor Day weekend in 1982, at the Hancock County Fairgrounds just south of town. It was organized when a group of local draft horse enthusiasts felt there was a need for this type of performance in the area.

Each year the show features 18 of the finest draft horse hitches in the United States and Canada, representing the very best of the Belgian, Percheron,



Shire and Clydesdale performance horses. This unique event draws thousands of spectators from all over the Midwest. The event is sponsored by the Britt Draft Horse Association and is put on with the help of local individuals, businesses and organizations who donate hundreds of hours to put together one of the finest draft horse hitch shows in North America.

Hancock County District Fair

The Hancock County Fair is held in Britt in July of every year. The Fair has entertainment, numerous 4-H



exhibits, music, contests, horse shows, racing, and many interesting events and exhibits. The Fair is obviously a great opportunity for the youth of the area to showcase the animals that they have raised, the produce and flowers they have grown, their bake goods, and artistic abilities.

The Fair really has something for all ages of people, including

an ugly cake contest, mystery cooking contest, cookout contests, open class shows for beef & swine, wine contest, and much more.

Additional Community Events

There are so many additional community events in Britt that people can volunteer to help organize or just attend for the fun and fellowship. The events include:

- Britt Golf Course events
- Weekly races at the Fairgrounds
- Fire Department breakfast & dance
- Veterans Memorial Park events
- High School athletics events
- Public Library activities
- Britt Aquatic Center events



The Britt Chamber of Commerce also hosts a wide variety of events, such as the omelet breakfast, Race Day on Main, outdoor movies, chili cook off, Treats on the Street, great pumpkin contest, Harvest Hoedown, Frozen Frolic, and chamber after hours events.

Britt Museums

The City of Britt may be one of few cities in Iowa that can boast about having three museums – the National Hobo Museum, Larson-Armstrong House Museum, and the Hancock County Agricultural Museum.

National Hobo Museum

The National Hobo Museum began as the dream of 3 life-long hobos. Determined to preserve the history of the American Hobo, these men formed the Hobo Foundation in the mid 1970's. The foundation, made up of hobos and residents of Britt, Iowa – tasked themselves with ensuring that the stories of the American Hobo and Britt Hobo Days would be told for generations to come.



The museum's collection tells the Convention and showcases personal notable American hobos. A small on the hobo lifestyle. There is a documents and audio recordings, wide variety of souvenirs including: sticks, books, CDs, authentic hobo-

Today the National Hobo Museum is owned and operated by the Britt Hobo Days Association, a non-profit group dedicated to hosting the annual National Hobo Convention and preserving the history of the life and times of the American Hobo.



story of the National Hobo collections of the more theatre plays documentaries large archive of written and a gift shop featuring a t-shirts, postcards, walking made crafts, and more.

Larson-Armstrong House Museum

Mr. Lewis Larson, a Norwegian immigrant, settled in Britt in 1896 and became president of the newly



organized First National Bank. He had a Victorian home built for his family for \$15,000. When H.C. Armstrong bought Mr. Larson's interest in the bank in 1914, he also purchased the house. The house remained in the Armstrong family until 1969 when it was presented to the Hancock County Historical Society for a museum. It is now furnished

with furniture and accessories from the late Victorian period. The house is a repository for antiques from the County and a collection of early memoirs and local history, including furniture from Governor Hamill's office.

Hancock County Agriculture Museum

The Hancock Agricultural Museum opened to the public in 2002. The museum is housed on the Hancock County Fairgrounds on the southeast edge of Britt in a 60' by 120' building. Exhibits from the 1840's through the 1950's are displayed. This century-plus overview of farming methods covers one of the most dramatic times of change in agriculture. Included are hand tools, horse-drawn machinery, early tractor equipment, and chore items commonly used on the farm in Hancock County during that era.

Recreational Opportunities

Golf Courses

Britt has an excellent golf course on the north edge of the City and is within 15 minutes of three other challenging nine-hole courses and 20 minutes from two large 18 hole golf courses. The Britt Golf Course features a beautiful nine-hole golf course





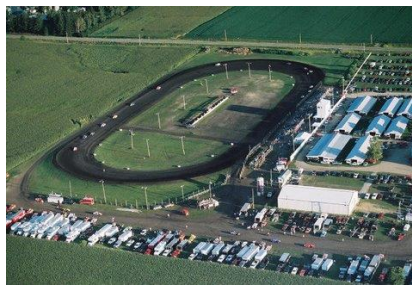
and club house. The golf course schedules many special events and has reasonable prices for annual memberships, cart rental, daily golf passes, and cart space storage units. The course is owned by the city and leased to a Board that operates the facility.

County & State Parks

Both Crystal Lake and Clear Lake are easy drives for those who enjoy swimming, boating, and fishing in the lake. Campgrounds are in both communities. Eagle Lake State Park is located just 3 miles east of Britt and features hiking trails, observation platform, shelter house and small playground. Eagle Lake is rich with wildlife and the marsh is a well-known hunting location for water fowl. Pilot Knob Park, a state park in Hancock County, is about 25 miles northeast of Britt. Guests can camp, hike, fish, and use a canoe or kayak at one of the small lakes or on the river. A horse trail is also available at the park.

Stock Car Races

Since 1995, racing enthusiasts finest regional stock car racing at Speedway. Races are held on features slated for Hobo Days.



have enjoyed some of the Hancock County Friday nights with special

Duties and Responsibilities of the Position of City Administrator

Job Summary

Under administrative direction of the Mayor and City Council, the city administrator performs work in overseeing and administering the operations of the Public Works, Fire, and Parks and Zoning Departments. Ensure that all business functions and affairs of the City are conducted in accordance with approved methods and in an efficient manner. Perform duties in the coordination of all phases of municipal activities, as directed by the Mayor and City Council.

Principal Duties and Responsibilities:

1. Ensures that City Council directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
2. Consults with and advises other City employees to assist in prioritizing work items, resolving problems and communicating needs and activities of the City.
3. Supervises all City Departments except the Police Department, including evaluation, promotion, approving the use of leave, and the recommendation of all disciplinary action.
4. Regularly communicates problems, needs and general condition of the City to the Mayor and City Council.

5. Attends, records activities, and prepares minutes of all City Council meetings; prepares and distributes meeting agendas to the City Council, including any instructional or information supplements.
6. Ensures that legal requirements are met regarding public notices, publications and posting of City business.
7. Authenticates and signs City records, measures and actions, including the time and manner of publication in the manner prescribed by state law.
8. Maintains for public use copies of all ordinances and codes.
9. Prepares of the City's budget and monitors spending throughout the year.
10. Directs the purchasing of all materials, supplies, and services, as budgeted or appropriated by the City Council.
11. Supervises the management and upkeep of City – owned facilities.
12. Supervises the selection and hiring process for all employees. Interviews all persons prior to employment and recommends to the Mayor and City Council all matters pertaining to hiring, discharge, and compensation.
13. Evaluates and issues a variety of licenses and permits.
14. Prepares monthly budget status reports for review with the City Council.
15. Plans, formulates and recommends short and long range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency, and environment.
16. Plans, coordinates, and directs the City's grant application activities, including grant writing and administration.
17. Supervises the performance of all contracts for work and services to be done by or for the City.
18. Attends a variety of meetings and acts as the City's representative to officials of other municipalities, federal and state agencies, and the public.
19. Evaluates, develops, and updates operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
20. Authorizes and coordinates appropriate actions during emergency situations.
21. Administers oaths of office to City Officers, as require by local or state statute.
22. Responsible for the investment of all idle funds and supervises the processing of investments at maturation.

23. Supervises and bears responsibility for processing daily receipts and related activities.
24. Prepares and distributes payroll checks for City employees and maintains payroll deduction records and remits payments to appropriate agencies.
25. Maintains personnel records and retains all pertinent information for each employee's personnel file.
26. Serves as the City's safety compliance officer.
27. Prepares and maintains a comprehensive human relations program, identifies and addresses training needs in staff, monitors the work of subordinates, takes action to correct deficient performance of subordinates, and completes annual performance evaluations of staff.
28. Performs many duties involving confidential data and is responsible for informing subordinate staff of legal and ethical issues involved with the use of confidential data.
29. Addresses and, if possible, resolves employee grievances in accordance with the established grievance procedure.
30. Assists all City departments as necessary.
31. Attends workshops and seminars as approved to update knowledge and skills.
32. Answers phones and greets persons as necessary.
33. Performs other duties or assumes other responsibilities as apparent or assigned.

Entry Requirements:

1. Bachelor's Degree in accounting, finance or public administration.
2. Completed one year related experience in municipal government.
3. Shall be bondable.
4. Shall reside within the City of Britt.
5. Shall abide by the ICMA Code of Ethics
6. Shall become an Iowa Certified Municipal Clerk/Finance Officer.
7. Shall generally be available for off – hour emergencies.

Management Style

The City would prefer to work with candidates, who exemplify the following management style attributes:

- Good coach and team builder
- Problem solver and creative thinker
- Firm, but impartial and fair, with people and staff
- Maintain open communications and provide clear directives
- Ability to guide and assist city employees, but not micro manage them
- “Open door” kind of management style
- Strong leader, who is willing to “lead by example”
- Person who uses a collaborative approach with elected officials and citizens
- Strong leader with vision and ability to communicate that vision
- Willingness to be involved in the community

Personality Traits

The City of Britt is seeking candidates with the following personality traits:

- Good work ethic and self-motivated
- Personable and approachable and good “people skills”
- Honest, straightforward, & ethical
- Open minded and transparent
- Respectful of people and willing to consider different perspectives
- Patient, flexible and tactful
- Good listener and responsive to people

Future and Current Capital Improvement Projects

The City administrator will be asked to guide and assist the City with numerous capital improvement projects over the next few years. These capital projects include:

1. Complete water treatment facility upgrade in 2022.
2. Coordinate the wastewater treatment facility upgrade.
3. Continuation of the sanitary sewer slip lining program.
4. Continue the water main replacement program.
5. Coordinate the sidewalk repair or replacement program.
6. Coordinate the diseased or damaged tree removal program.



Upcoming Administrative Tasks and Projects

The City Administrator will also be asked to coordinate and facilitate the following administrative tasks and endeavors:

1. Coordinate the sale of lots in the new commercial park.
2. Promote the free lot program in the City’s residential subdivision.

3. Review the roles of all partners in the overall economic development efforts.
4. Conduct a feasibility study on the need and funding of a recreation center.
5. Coordinate the sidewalk inspection and repair program.
6. Update the employee handbook.
7. Update the City employee job descriptions.
8. Coordinate the updating of the City Code.
9. Prepare a plan to increase the General Fund cash balance.
10. Facilitate the preparation of capital improvements plan (CIP).



Announcement/Advertisement

City Administrator, Britt, Iowa. (Population – 2,069). Progressive community in north central Iowa located at the junction of U.S. Highway 18 and County Road R35 in Hancock County is seeking an energetic leader for the position of city administrator.

Salary range is \$50,000 to \$70,000, depending upon qualifications, with full range of benefits. The city administrator directly oversees or works with all municipal departments, including city hall, water, wastewater, streets, parks & recreation, police, library, building, zoning, and finance, which includes 11 full time employees and an annual operating budget of \$3.4 million. The F.Y. 2020-21 city budget also includes \$795,000 in capital projects.

The city administrator is also responsible for supervision of contracts, oversight of city property, management of capital improvement projects, and keeping the five member city council and mayor fully advised of the city's financial condition and overall future needs.

Qualifications include four year college degree in public or business administration or related field and two or more years of experience in a public sector management position. Residency requirement is in effect.

Potential candidates can view a community/position profile on the City's website

(www.brittiowa.com). Application materials requested include: a cover letter, resume, salary history, and three work related references.

Applications will be accepted until the position has been filled with the first review of applications on December 23, 2021. Confidential applications should be sent to Mayor Ryan Arndorfer, City of Britt, PO Box 303, Britt, IA 50423 or send to brittmayor.rarndorfer@gmail.com

Tentative Time Table 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 January 31st. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

1. Deadline for applications.....	December 22
2. Telephone/Zoom interviews of selected candidates.....	January 5
3. Notification of finalists for the position.....	January 7
4. Candidates' day to tour the community and meet City Employees, Mayor, and Council Members.....	January 18
5. Mayor and Council Members conduct interviews of candidates....	January 18
6. City Council approval of Offer of Employment.....	January 25
7. Proposed starting date of employment, if mutually agreeable.....	January 31

