



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **Assistant to the City Manager**

**SALARY:** \$75,165.00 - \$100,870.00 Annually

**OPENING DATE:** 06/08/22

**CLOSING DATE:** 07/05/22 05:00 PM

### **FUNCTION:**

The City of Ankeny, Iowa, continuously recognized as the fastest growing city in the Midwest by the U.S. Census Bureau, is seeking a values-driven leader to serve as the Assistant to the City Manager. Under the direction of the City Manager, the Assistant to the City Manager will: assist the City Manager and senior management team in daily operations of the Office of City Manager; perform administrative coordination and research activities in the preparation and administration of the city budget, capital improvements program, grant assistance programs and policy development; manage special projects as assigned; and perform related duties as required.

The salary range is \$75,165 - \$87,013 plus an excellent benefit package. The hiring salary will be dependent on the candidate's qualifications.

Post offer background check and drug screen required.

Learn more about the position: [Assistant to the City Manager Recruitment brochure](#)

***Deadline to apply is Tuesday, July 5, 2022 at 5:00 p.m. Please apply online and include a cover letter and resume.***

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the management and coordination of complex research and special projects across the organization, including but not limited to feasibility studies, capital project management, and similar items as assigned by the City Manager.
- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for the purpose of designing, planning and developing operating budgets.
- Serves as staff representative for the Human Rights Commission, participating in meetings and conducting administrative duties. May serve as staff representative of other committees/commissions (e.g., Cultural Arts Board).
- Responds to constituents' questions and comments in a courteous and timely manner. Researches complex issues for public explanation.
- Works with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Coordinates routine insurance claims, working with the City's third-party administrators and brokers. May serve on a management committee to review more complex claims and evaluate ways to mitigate risk.
- Develops a portion of a capital improvements program, budget and reporting system in conjunction with various departments or as directed by the City Manager.

- Performs fiscal, statistical, administrative, operational, organization and personnel staffing studies as directed by department management or the City Manager.
- Researches, analyzes and recommends city and departmental policies, and assists in presenting city policies to all departments.
- Develops long-range budget plans in coordination with departmental staff and senior management.
- Coordinates and assists in the application and development of grants programs within all departments.
- Assists the City Manager with preparation of the Council agenda.
- Attends meetings of the City Council and other meetings as directed by the City Manager.
- Completes a variety of reports, and documents by operating a computer and entering data into various programs.
- Performs other duties as assigned by the City Manager and/or Assistant City Managers. Additional responsibilities may be determined based on organization need or incumbent expertise.

## **ENTRY REQUIREMENTS AND SKILLS:**

Graduation from an accredited college or university with a Master's degree in Public Administration, and two years of responsible municipal government experience. At the discretion of the City Manager, significant additional experience in a City Manager's Office may be recognized in lieu of the Master's degree.

Knowledge of the principles and methods of public administration. Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finances; ability to analyze administrative problems and present recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.

### **REQUIRED SPECIAL QUALIFICATIONS:**

- Shall be able to obtain a valid motor vehicle operator's license issued by the State of Iowa.

## **WORKING CONDITIONS:**

- Works in office environment.
- May be required to attend various meetings after regular working hours.

### **PHYSICAL REQUIREMENTS:**

- Must be sighted.
  - Must be insurable
  - Must be able to hear a normal conversation.
  - Must be able to speak clearly at normal rate of conversation.
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With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00447  
ASSISTANT TO THE CITY MANAGER  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

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## Assistant to the City Manager Supplemental Questionnaire

\* 1. Do you have a Master's Degree in Public Administration?

Yes  No

\* 2. Do you have two (2) years of municipal government experience?

Yes  No

\* Required Question