



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

**DALLAS CENTER, IOWA
City Administrator/
Finance Director
Position Profile**



Apply by May 16, 2024

Hinsonapplications@gmail.com

["Dallas Center" in Subject Line]

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641-373-2535**



{Quietly PROGRESSIVE}



The Community

Dallas Center, Iowa is a community of nearly 2,000 people located in Central Iowa in Dallas County, Iowa’s fastest-growing county. Since 2010, Dallas Center has grown from 1,634 residents to its current level of 1,955 (2022 Census estimate). Dallas County’s 2022 estimated population is over 108,000. The western suburbs of Des Moines are just minutes away from Dallas Center, but it retains its hometown feel and sense of community pride while continuing to grow and improve.



Community Pool (Constructed 2022-2023)

The Raccoon River Valley Trail includes 89 miles of paved trail with a 72-mile internal loop and has a trailhead in downtown Dallas Center. The trail connects 14 communities and 3 counties and attracts many users from Central Iowa and beyond. Dallas Center has invested extensively in its infrastructure in recent years, but also took a major step forward



Raccoon Valley Trail Trailhead

in recreational amenities in 2023 with the completion of a new community pool. This \$5M project was many years in the making and involved extensive community fundraising, approval of a bond referendum, and active grant-seeking.

Major employers in Dallas Center include Hy-Line International genetics, Dallas Center-Grimes School District, Pioneer Hi-Bred, and Spurgeon Manor retirement home.

Dallas Center-Grimes School District

The district currently serves 3,500 students pre-kindergarten through twelfth grade and is growing rapidly. The district includes four elementary schools: Dallas Center Elementary, Heritage Elementary, North Ridge Elementary and South Prairie Elementary; one 5/6



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middle school: Dallas Center-Grimes Middle School; one 7/8 building: Dallas Center-Grimes Oak View; and one high school: Dallas Center-Grimes High School.

The communities of Dallas Center and Grimes have a combined population of over 14,000 people. DCG employs just over 450 dedicated staff members. The mission of DCG CSD is,

“Empowering Students to Take Charge of Their Future!” Its

administration and teachers strive to provide students with unique and high quality learning opportunities. The district’s goal is to maintain a small district feel amidst rapid growth, while achieving big district accomplishments.



Dallas Center-Grimes Middle School

More information is available at:

- Dallas Center-Grimes Schools, www.dcgschools.com
- Greater Dallas County Economic Alliance, www.dallascounty-ia.org
- City of Dallas Center, www.dallascenter.com
- Dallas County Tourism Guide, www.discoverdallascountyiowa.com
- Raccoon River Valley Trail, <https://bit.ly/raccoontrail>

City Government & Organization-

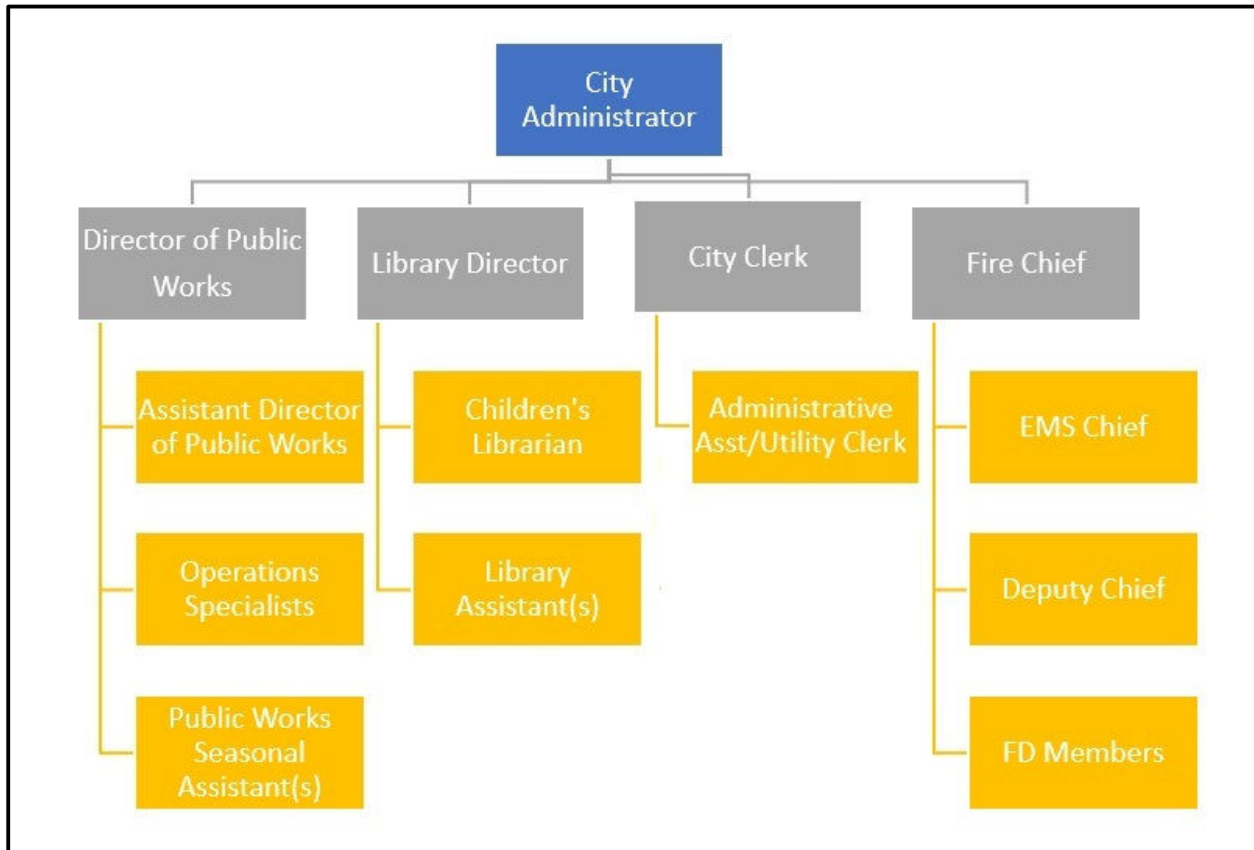
Dallas Center operates under the Mayor-Council form of government typical to Iowa. The City Administrator/Finance Director position was created by ordinance to administer the day-to-day affairs of the City. The Mayor does not vote and is elected to four-year terms. The five members of the City Council are elected to staggered four-year terms, with all members elected at-large. The City Council meets on the 2nd Tuesdays each month at 7:00 PM in regular session. Volunteer boards & commissions include: Zoning Board of Adjustment, Planning & Zoning Commission, Library Board of Trustees, Parks & Recreation Board, and Tree Board.

The City has 8 full-time and 5 part-time employees in the following departments: Administration (including Clerk and Finance), Public Works, Library, and Fire. The City contracts with the Dallas County Sheriff for police protection. The current City Administrator/ Finance Director is leaving on good terms for other employment in the Des Moines metro area after 17 years of service with the City. 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. An HSA plan is available. The City



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also pays for a life insurance and accidental death/dismemberment policy for all full-time employees. Employees are covered by the Iowa Public Employment Retirement System (IPERS) pension system. Employees are granted 10 paid holidays and 2 additional floating holidays, and also have access to employee-paid deferred compensation and cancer coverage plan.



City of Dallas Center Organizational Chart

City Budget

The City’s FY25 (July 1, 2024-June 30, 2025) property tax rate is \$12.18243 per \$1,000 valuation and it has an overall budget of approximately \$11 million, including capital projects. The City expects to have an estimated \$2.7 million in fund balances at 6/30/24 and at 6/30/23 has \$6.7 million in General Obligation debt (77% of its allowable limit) and \$3.5 million in Water/Sewer Revenue debt.

A breakdown of budgeted FY25 city expenditures is as follows:

Public Safety- Police, Fire, Building Inspections.....	\$704,462
Public Works- Streets, Lighting, Snow Removal, Garbage.....	\$851,689
Health & Social Services	\$8,600



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Culture & Recreation- Library, Parks & Rec.....	\$559,543
Community & Economic Development.....	\$57,900
General Government.....	\$364,537
Debt Service.....	\$762,994
Capital Projects	\$2,621,699
Enterprise- Water.....	\$397,829
Enterprise- Sewer.....	\$479,823
Enterprise- Stormwater	\$61,585
Enterprise Debt Service	\$121,277
Enterprise Capital Projects	\$3,283,000
Total	\$10,274,938

The major sources of city revenues include the following:

Property Taxes.....	\$1,276,423
TIF Revenues	\$431,081
Other Taxes- Local Option Sales, Utility Repl Tax.....	\$607,658
Licenses & Permits	\$89,150
Use of Money & Property	\$80,987
Other Fees & Charges for Service	\$73,000
Miscellaneous Revenues	\$60,700
Road Use Taxes.....	\$269,000
Grants & Reimbursements	\$128,524
Water Enterprise User Fees	\$567,924
Sewer Enterprise User Fees	\$496,552
Garbage Fees	\$340,964
Stormwater Fees	\$58,500
Cable TV, Internet & Telephone	\$3,500
Proceeds of Debt	\$5,700,000
Total	\$10,183,963

City Administrator/Finance Director Hiring Attributes

City officials and staff have identified the following desired attributes for the person selected for this position.

Personal Skills Desired

- Communication and people skills
- Able to multi-task
- Attention to detail
- Self-confident
- Diplomatic and resilient

Professional Skills Desired

- Financial and budgeting skills
- Economic development experience
- Supervisory and leadership skills



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Goals & Challenges for the New City Administrator/ Finance Director

- Completion of current capital projects- street overlay and sewer lift station.
- Guide processes for several new housing developments in various stages.
- Assist with other economic development opportunities and examination of annexations.
- Work with the City Council to update the Capital Improvements Plan.
- Investigate strategies and programming regarding downtown and other commercial development and redevelopment.

Duties and Responsibilities of the Position

Title: City Administrator/Finance Director

FLSA Classification: Non-exempt
Facility and Work Area: Dallas Center City Hall

JOB SUMMARY

Under general administrative direction of the Mayor and Council; to oversee the work of all city employees and departments in the daily operation of the City; major functional areas covered are: Administration, Finance, City Clerk, Human Resources, budgeting, payroll, accounts payable, account receivable, utilities, debt issuance, investments, purchasing, and related work as required. Supervises staff, including training and evaluation of subordinates. Implements City Council strategic goals and plans pertaining to all of the departments.



Fall Festival Parade

JOB FUNCTIONS

Examples of Essential Job Functions

- Attends meetings of the City Council, staff meetings, and other conferences and meetings as directed.
- Ensures that council directives and approved operational policies of the city are enforced, executed, or delegated for compliance.
- Consults with and advises other city employees to assist in prioritizing work items, resolving problems, and communicating needs and activities of the city.
- Regularly communicates with and reports problems and needs to the mayor and council.
- Oversees work activities of all city departments, including risk management programs; oversees human resource activities and coordination of administrative support from other department staff including approving the use of leave and the administration of



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all disciplinary action up to but not including discharge; performs duties of the City Clerk in their absence.

- Participates in all interviews of full-time personnel and makes hiring recommendation to the mayor and council.
- Coordination of City budget, budget amendments, including development of budget forms and instructions, compilation of budget figures, performance of budget analysis, preparation of budget documents, and monitors budget compliance throughout the fiscal year.
- Oversees payroll, utility billing, investment of City funds, accounts payable, and collection of all money and fees due the City.
- Coordination of financial aspects of the Capital Improvement Planning process, including oversight of project expenditures within the plan.
- Oversees the preparation of a variety of financial reports summarizing revenues and expenditures as well as budget and fund balances. Monitors actual receipts, expenditures and cash position of each fund.
- Coordinates and supervises the year-end closing in accordance with City financial policies, including year-end report preparation and coordination of annual audit.
- Oversees internal audit of City financial policies and procedures, and develops and monitors internal controls over City financial operations.
- Coordinates and manages financial accounting software, implementation, updates, and departmental training.
- Manages City's treasury including cash flow analysis, banking operations, investment of funds, and credit card services. Manages the City's relationship with banking and financial institutions.
- Supervises city-wide purchasing system, coordinates city-wide purchasing opportunities, purchasing policies, and purchasing systems.
- Develops, writes, and manages City financial policies and procedures; establishes and maintains internal control procedures and assures that required accounting procedures are maintained.
- Coordinates bond activities and the issuance of bonded indebtedness including assisting in bond rating preparation and meetings, debt analysis, and producing debt reports and summaries as required.
- Supervises bond principal and interest payments. Prepares and maintains debt related reports as required.



Mound Park Playground and City Water Tower



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- Manages the City's tax increment financing incentive and rebate programs, including processing of payments for programs and annual reporting requirements.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Performs many duties involving confidential data; responsible for informing City Council of legal and ethical issues involved with the use of confidential data.
- Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Performs duties of City Treasurer as specified in the Code of Iowa and the Dallas Center Code of Ordinances.
- Plans, formulates and recommends short and long-range processes and programs that will improve departmental effectiveness and efficiency.
- Recommends and assists in establishing City policies and guidelines for various municipal programs.
- Supervises and assists in the maintenance and updating of a variety of reports, files and records.
- Supervises the enforcement and execution of City ordinances and resolutions and applicable State and Federal laws and regulations within the City.
- Supervises the performance of all contracts for work to be done for the City, supervise all purchases of material, supplies and equipment, and ensures that such material, supplies, and equipment are received and are of the quality and character called for by the contract.
- Represents the City as directed by the Council in all negotiations and relations with employees, contractors, consultants, other governmental units, and civic organizations in which the City may have an interest.
- Assists and advises all City departments, boards, and commissions, and assists them in the preparation, administration, and operation of the City's annual budget.
- Advises, assists, and consults with the City Attorney on all City legal matters.
- Formulates and recommends employment and personnel policies, compensation schedules and benefits, and prepares and maintains job descriptions for all City employees, all with the approval of the Council.
- Performs such other duties as the Mayor or Council may direct.

Other Job Functions

- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
- Answers phones and greets persons as necessary.
- Performs other duties or assumes other responsibilities as apparent or assigned.



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PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Sitting, grasping, feeling, talking, hearing, reaching, repetitive motions.

Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Conditions

The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

Equipment and Materials Used

Network computer, computer software and hardware, general office equipment, calculator, personnel policy manual, Code of Iowa, Dallas Center Code of Ordinances, telephone, mobile devices, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to report, write or edit articles for publication; ability to review deeds and contracts; Ability to have substantial contact with people; ability to evaluate technical data.
- Knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public administration and public finance.
- Ability to utilize computers for financial and word processing functions.
- Comprehensive knowledge of the principles, practices, liabilities and methods of staff supervision and direction.
- Considerable knowledge of municipal, county, state and federal community-related statutes.
- Ability to develop policies, plans and procedures.
- Ability to establish and maintain an effective working relationship with the Mayor, City Council, co-workers, subordinates, the press, and the general public.
- Knowledge of the principles and practices of municipal accounting, auditing, taxation, budgetary processes, and revenue management.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.



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QUALIFICATIONS

Shall either possess a college degree in accounting, finance, public administration, or a related field, or 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.

Education Preferred: Certified Municipal Finance Officer Training

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

The City of Dallas Center 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.

Announcement/Advertisement

City Administrator/Finance Director, Dallas Center, Iowa. Dallas Center (population 1,955), located in the desirable Dallas Center-Grimes School District and Iowa’s fastest-growing county, is seeking a skilled communicator and financially savvy individual to be its next City Administrator/Finance Director. Starting salary for candidates with preferred qualifications \$90-100K. Preferred qualifications include a bachelor’s degree and five years of experience in municipal finance.

Submit applications to hinsonapplications@gmail.com (please include “Dallas Center” in subject line). Application materials requested include: a cover letter, resume, salary history, and five work-related references. Detailed profile available at: <https://bit.ly/dallascenter24>. Apply by May 16, 2024. EOE.

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 June 15. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|---------------------------|
| 1. Application deadline..... | May 16, 2024 |
| 2. Notifications of semifinalists for the position..... | May 20, 2024 |
| 3. Virtual interviews of semifinalists | Wednesday, May 22
(PM) |
| 4. Candidates’ day to tour the community and meet city employees, Mayor and Council members..... | Friday, June 14 |
| 5. Interviews of candidates..... | Saturday, June 15 |
| 6. Offer of employment..... | June 15 |



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- 7. City Council formal approval of hire TBD, By June 18
- 8. Proposed starting date of employment By July 18

