



**MARSHALLTOWN
MORE THAN EVER**

City of Marshalltown, Iowa

POSITION ANNOUNCEMENT

CITY ADMINISTRATOR

Marshalltown, IA (27,591). The City of Marshalltown is seeking a talented, experienced, and personable local government professional to be its next City Administrator. Marshalltown is located in the heart of Iowa and is the County Seat of Marshall County. It is the 16th largest city in the state and is just a 45-minute drive to either Des Moines, the state capital, or to Ames, home of Iowa State University.

Community History

Henry Anson was the first European settler in what is now called Marshalltown. In April 1851, Anson found what he described as “the prettiest place in Iowa.” On a high point between the Iowa River and Linn Creek, Anson built a log cabin. A plaque at 112 West Main Street marks the site of the cabin. In 1853 Anson named the town Marshall, after Marshall, Michigan, a former residence of his.

The town became Marshalltown in 1862 because another Marshall already existed in Henry County, Iowa. In the mid-1850s, Anson donated land for a county courthouse. Residents donated money for the building's construction. In 1863, the title of county seat transferred from the village of Marietta to Marshalltown. The young town then began growing. By 1900, Marshalltown had 10,000 residents.

The Local Economy

Today, Marshalltown enjoys a robust and stable local economy anchored by some foundational, long-term employers including Emerson Company (a global software, technology, and engineering company); Lennox International (an international provider of innovative climate control systems); Marshalltown Company (providing a wide range of construction and building materials); and JBS Swift & Co. (an international company that processes, prepares, and distributes meat and poultry products).

In addition to these marquee employers, Marshalltown is home to a large cadre of small to medium sized manufacturing, distribution, and logistics companies that help to diversify the local employment base. The City also has an active and growing retail sector as Marshalltown serves as a regional center of commerce for the surrounding small communities and rural areas.

Marshalltown is also home to the Iowa Veterans Home, which spans 150 acres and serves over 500 veterans with a staff of 900. It is one of the largest Veterans Homes in the entire country. The community is also proud of Marshalltown Community College, with an annual enrollment of 2,000 students, and UnityPoint Health – Marshalltown Hospital which is a comprehensive medical center operating out of a new hospital campus in Marshalltown.

In addition to the outstanding economic base of the community and its excellent health care facilities and services, Marshalltown's quality of life is further enhanced by an excellent public school system, a wonderful public park system, tremendous recreational facilities and programs, a nationally recognized public library, and a beautiful, vibrant, and historic downtown district.

It is true that Marshalltown offers its residents the best of all worlds... a charming, friendly, and safe community with world-class employers, an outstanding array of dining, shopping, and entertainment options, while being just a short drive to much larger metropolitan areas that offer just about any urban amenity that one might desire.

The Municipal Government

The City of Marshalltown is governed by an 8-member elected body consisting of 7 Council Members, four of which are elected by wards and three at-large, and the Mayor, who is a non-voting member of the Council and is also elected at-large. The City of Marshalltown has an annual budget totaling \$105,243,000 and 165 full-time employees across 9 operating departments.

The City of Marshalltown provides a full-complement of traditional municipal services to the community including Police, Fire, Public Works, Parks and Recreation, Housing and Community Development, Finance, Human Resources, City Clerk, and Public Library.

The City Administrator position

The City Council appoints a professional City Administrator to oversee and manage the day-to-day affairs of the municipality. The City Administrator serves as the Chief Administrative Officer and is responsible for the oversight and coordination of all operating departments including the supervision and direction of all department directors. The City Administrator, along with his or her team, provide professional and objective recommendations to the City Council on all policy matters. The City Administrator also works with the staff to prepare the City's annual operating and capital improvements budget for review and approval by the City Council. It is the responsibility of the City Administrator to administer the budget as adopted by the City Council.

The City Administrator must have a good overall understanding of all aspects of municipal government operations. He or she must be a good communicator, have strong supervisory skills, and significant budgeting and financial management experience.

The Ideal Candidate

In addition to the core competencies mentioned above, the Marshalltown City Council hopes to find a new City Administrator with the following technical skills and leadership attributes:

- Strong leadership skills and abilities including honesty, integrity, empathy, accountability, and enthusiasm.
- Fosters a strong team oriented culture among the leadership team members, and serves as a coach, mentor, and teacher to the members of the City staff and inspires them to be their best.
- Understands that the job of City Administrator often requires more than a 40 hour per week commitment and is ready and able to put forth the effort to ensure that the important matters of the municipal government are well managed and that key deadlines are met.
- Is an excellent listener and effective communicator with a variety of audiences.
- Is visible in the community and is considered approachable and personable.
- Relates to everyone in the community irrespective of gender, race, economic status, social background, or educational achievement. Treats everyone with dignity, respect, and empathy.
- Is an innovative, resourceful, and strategic problem solver who is always searching for new methods and practices to benefit the citizens of Marshalltown.
- Willingly accepts responsibility for the performance and actions of the municipal organization.

- Provides professional recommendations to the governing body which are based upon unbiased, thorough, and objective analysis.
- Embraces the use of technology and data in developing policy recommendations and in driving significant operational decisions and methods.

Compensation and How to Apply

The annual starting salary range for this position is \$180,000 - \$205,000 DOQ/E. Note that the full salary range for this position goes up to \$238,000. The City Administrator also receives a \$3,600 annual vehicle allowance. The City of Marshalltown provides its management employees with an outstanding package of fringe benefits. Residency within the corporate limits of Marshalltown is required with six (6) months of the start date. The City will also reimburse the successful candidate for reasonable relocation expenses.

To apply for the position, please submit a cover letter, resume, and five (5) work-related references to the attention of Mark R. Peterson, Senior Consultant, GovHR USA, at www.govhrusa.com no later than **June 5, 2024**. All applications must be submitted electronically. Please direct all questions to Mr. Peterson at (309) 825-5091.

The City of Marshalltown is an Equal Opportunity Employer