



## City of Johnston (IA) Assistant City Administrator

**SALARY** \$134,263.00 - \$189,475.00 Annually

**OPENING DATE** 5/14/2024

**CLOSING DATE** 6/10/2024 4:00 PM Central

The City of Johnston is looking for an Assistant City Administrator. This position requires a well-rounded leader who embodies the role of a supportive second-in-command. We will look for this individual to nurture positive relationships and cultivate a constructive organizational culture to enhance teamwork and achieve the City's strategic objectives. They will serve as both a confidant and a valuable advisor with an ability to offer different perspectives and positively challenge ideas. The ideal candidate should possess extensive experience in various municipal functions such as human resources, finance, development, and public works.

Ethical leadership is fundamental for this role, emphasizing confidentiality, integrity, and professionalism.

A complete job description is [available here](#).

Be sure to check out the [position brochure](#) for more information.



The FY 2024-25 salary range for the position is \$134,263 to \$189,475, with an expected starting wage between \$134,263 and \$157,896, depending on qualifications.

### Examples of Duties:

- Collaborate closely with the City Administrator to set strategic goals and priorities.
- Work alongside department directors, advisory boards, and citizen committees.
- Attend City Council meetings and support proposals to improve city operations.
- Oversee either administrative operations (Communications, Finance, Internal Operations) or community operations (Community Development, Public Works, Parks) based on qualifications and experience.
- Emphasize community engagement and interdepartmental coordination.
- Address citizen issues to ensure efficient community services.
- Lead the development of the city's Capital Improvements Program.
- Represent the City and the City Administrator in negotiations and issue resolution.
- Engage with staff, elected officials, and the public to enhance city services and operations.

### Qualifications:

Bachelor's degree in Public Administration, Political Science, Urban and Regional Studies, or related field, as well as three years of municipal management experience is required. A Master's degree in Public Administration, Business Administration or closely related field is preferred. An equivalent level of education and experience, professional accomplishment, or community involvement will be considered in place of these qualifications.

Check out our [2023 Year in Review video](#)



# JOHNSTON, IOWA

## **ASSISTANT CITY ADMINISTRATOR**



Johnston is a thriving community with dynamic growth, development, and facilities that cater to everyone's enjoyment.



*Johnston*  
THRIVE. EVERY DAY.

# THE COMMUNITY

In Johnston, Iowa, the friendly faces shine brighter than the sunshine in this thriving, stable, and progressive community. Located just north of Des Moines, Johnston offers an array of recreational facilities, over a dozen parks, 45 miles of recreation trails, a top-notch education system, a responsive government, growing business opportunities, and an exceptional quality of life. With its ample green spaces, distinct seasons, hospitable residents, and renowned festivals, Johnston is truly a place where you can flourish every day.



Johnston's history dates back to 1846, the same year Iowa became a state when Ezekiel Hunt established a sawmill near NW 58th Street and NW Beaver Drive. The community was later named Johnston Station in honor of John F. Johnston, a station agent for the Interurban Railroad that connected Carlisle, Des Moines, Johnston, and Perry.

In the late 1920s, Henry A. Wallace conducted corn hybridization experiments that led to the founding of the Pioneer Hi-Bred Corn Company. Wallace went on to hold key roles in the U.S. government, including Secretary of Agriculture, Secretary of Commerce, and Vice-President under President Franklin D. Roosevelt. By the mid-20th century, Pioneer had become the world's leading seed corn producer, attracting homes and businesses to the area. Today, the company, now known as Corteva Agriscience, continues to grow in Johnston, providing employment to over 2,000 individuals.



# THE COMMUNITY

CONTINUED



In the autumn of 1969, Johnston was established with a population of 2,236 residents. Fast forward over 50 years, the city now boasts a population of 24,390 within its 17 square miles. Known for its active and involved community, robust neighborhoods, thriving businesses, and top-notch school district (Sarah Brown Wessling from the Johnston Community School District was named the 2010 National Teacher of the Year by President Obama), Johnston is situated in Polk County, with a total population of 501,089. Positioned near the junction of Interstate 80 and Interstate 35, Johnston has received accolades such as being ranked the 16th Best Place to Live in America by Money Magazine, the 25th Best Suburb in America, and the top Suburb in Iowa by Business Insider. A 2022 community survey revealed that an impressive 90% of residents are satisfied or very satisfied with city services, surpassing the national average by 39%. Additionally, Johnston excelled above the national average in 41 areas, including city communication, customer service, police protection, and maintenance of city buildings. The city boasts a median income of \$98,324, the second-highest in the Des Moines metro area, with a median home value of \$332,000.



Key employers in the region include Corteva Agriscience, John Deere Financial, Iowa National Guard (Camp Dodge), and the Johnston Community School District. Educational institutions like Drake University, Des Moines University, Grand View University, and Des Moines Area Community College offer diverse learning opportunities. Residents and visitors alike delight in attending Johnston's festivals, such as Kites on the Green, where around 3,000 people gather in May to witness the skies adorned with colorful kites. Weekly Farmers Markets, the annual Green Days celebration, and events at Johnston Town Center are also popular. Summer activities range from Saylorville Lake and the splash pad at Johnston Town Center to playing pickleball. Anticipated openings in 2023 include the Ignit Sports & Fitness Complex and the Bombers Golf and Hotel, adding more entertainment options for the community.

# GOVERNANCE AND ORGANIZATION



In Johnston, a Mayor-Council system is in place, comprising of five Council Members and a Mayor elected at large. Council Members serve four-year staggered terms, while the Mayor serves two-year terms without any term limits.

Since 2000, the city has experienced a remarkable 271.3% population growth and holds an impressive AA+ bond rating. In 2023, Johnston saw a significant increase in valuation, with \$117,444,242 added, including 9 new commercial building permits, 102 permits for single-family homes, 24 townhomes, and 2 multi-family permits. Several expansive residential subdivisions are either in the final planning stages or are currently under construction.

## Ongoing major projects include:

- Town Center development and infrastructure
- Redevelopment of Merle Hay Road Gateway
- Infrastructure planning for the NW Area Annexation
- Enhancing connectivity of recreation trails and water trail development
- Construction of a new Hwy 141 Interchange at Towner Drive
- Acquisition of a new aerial tower truck for the Fire District



With a \$82.1 million budget for FY 25 and a staff of 167 employees, the City of Johnston maintains an ad valorem tax rate of \$11.439 per \$1,000 of taxable valuation.



# ABOUT THE POSITION



The Assistant City Administrator plays a crucial role in managing and overseeing municipal operations. This position assists in managing various departments and implementing city policies and strategic objectives. Reporting directly to the City Administrator, the Assistant supports city ordinance enforcement, budget administration and formulation, and participates in City Council meetings and workshops.

## **More about the position:**

- Collaborate closely with the City Administrator to set strategic goals and priorities.
- Work alongside department directors, advisory boards, and citizen committees.
- Attend City Council meetings and support proposals to improve city operations.
- Oversee either administrative operations (Communications, Finance, Internal Operations) or community operations (Community Development, Public Works, Parks) based on qualifications and experience.
- Emphasize community engagement and interdepartmental coordination.
- Address citizen issues to ensure efficient community services.
- Lead the development of the city's Capital Improvements Program.
- Represent the City and the City Administrator in negotiations and issue resolution.
- Engage with staff, elected officials, and the public to enhance city services and operations.



# IDEAL CANDIDATE

The Assistant City Administrator position requires a well-rounded leader who embodies the role of a supportive second-in-command. This individual is expected to nurture positive relationships with subordinates and cultivate a constructive organizational culture to enhance teamwork and achieve the City's strategic objectives effectively. They should excel in establishing trusting relationships with superiors, especially the City Administrator, serving as both a confidante and a valuable advisor who can offer different perspectives and positively challenge ideas. The ideal candidate should possess extensive experience in various municipal functions such as human resources, finance, development, and public works.

This position must exhibit a high level of emotional intelligence to successfully navigate complex interpersonal relationships and organizational hurdles. Strong communication skills and the ability to engage effectively internally and externally are crucial, including managing relationships with community members, stakeholders, and government bodies.



Ethical leadership is fundamental for this role, emphasizing confidentiality, integrity, and professionalism. The candidate should be prepared to assume the City Administrator's responsibilities on an interim basis if required, showcasing adaptability and effective city management under diverse circumstances.



## EDUCATION AND EXPERIENCE

A Bachelor's degree in public administration, political science, urban and regional studies, or a related field, as well as three years of municipal management experience, is required. A Master's degree in Public Administration, Business Administration, or a closely related field is preferred. An equivalent level of education and experience, professional accomplishment, or community involvement will be considered in place of these qualifications.

# COMPENSATION AND BENEFITS



The City offers a comprehensive benefits package, including medical, dental, vision, life insurance, paid time off, retirement, and more.

**FY 2024-25 salary range for the position is \$134,263 to \$189,475, with an expected starting wage between \$134,263 and \$157,896, depending on qualifications.**

Deadline to apply for the position is Monday, June 10.

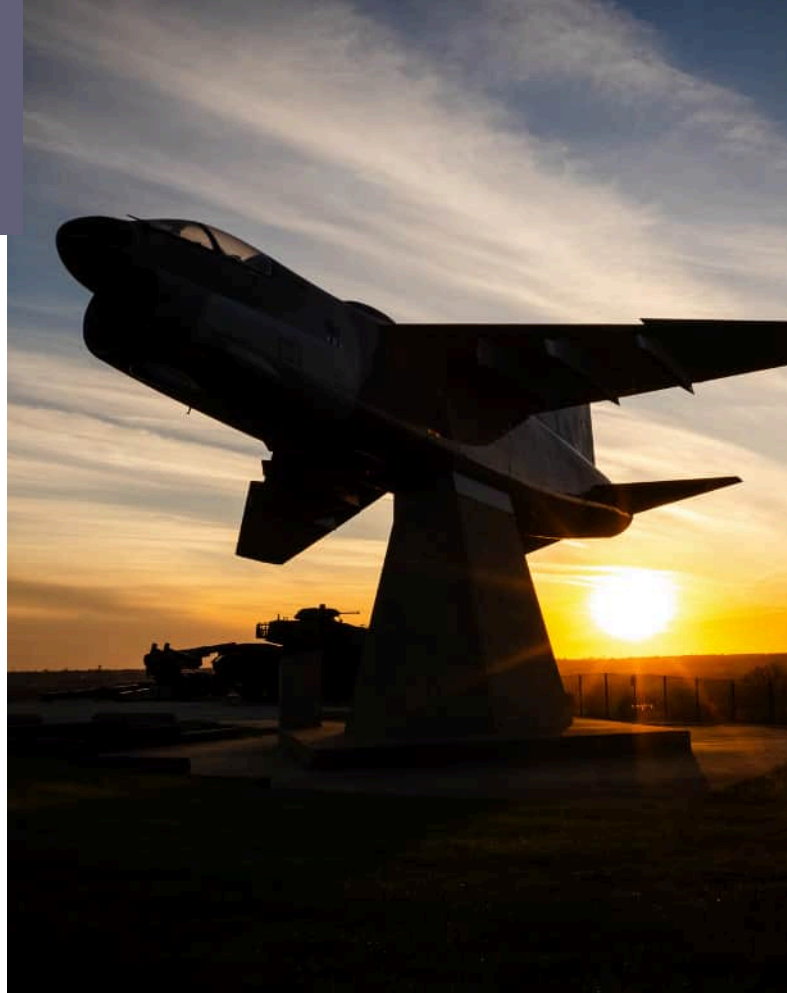
## APPLICATION PROCESS

**For more information on this position, contact:**

Mike Pogge-Weaver, City Administrator  
mpoggeweaver@cityofjohnston.com  
515-727-7760

The City of Johnston is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Apply by visiting  
[www.cityofjohnston.com/jobs](http://www.cityofjohnston.com/jobs)



## RESOURCES

### City of Johnston

[www.cityofjohnston.com](http://www.cityofjohnston.com)

### Johnston Economic Development

[www.cityofjohnston.com/659](http://www.cityofjohnston.com/659)

Community Survey Results

[www.cityofjohnston.com/742](http://www.cityofjohnston.com/742)

### Grow Johnston

[www.growjohnston.com](http://www.growjohnston.com)

### Johnston Chamber of Commerce

[www.johnstonchamber.com](http://www.johnstonchamber.com)

### Thrive 2040 Comprehensive Plan

[www.cityofjohnston.com/928](http://www.cityofjohnston.com/928)

### City Administrator's Office

[www.cityofjohnston.com/93](http://www.cityofjohnston.com/93)

## CONNECT WITH US



Assistant City Administrator | Johnston, Iowa