



300 Railroad St. PO Box 259 Tiffin, IA 52340  
P. 319-545-2572 F. 319-545-4147 [www.tiffin-iowa.org](http://www.tiffin-iowa.org)

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## **Assistant City Administrator City of Tiffin, IA**

The City of Tiffin, IA (pop. 5,800) is a rapidly growing community in Johnson County and has an exciting opportunity for an Assistant City Administrator to help and assist with the day-to-day operations of the City as well as in its long-range planning. This is a newly created position that will assist the City Administrator in a broad range of activities involving city government administration. This position requires a well-rounded leader who will collaborate closely with the Mayor and City Council, Department Heads, various committees and City Hall staff. The ideal candidate should possess extensive experience in various municipal functions such as human resources, finance, planning and customer service. This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside of the standard work week. Minimum requirements include a Bachelor's Degree in Public Administration, Business, Human Resources or closely related field from an accredited college or university, and a minimum of three (3) years of municipal or business experience with training in management or human resources preferred. Salary Range: \$98,000 - \$105,000 plus benefits package. Submit cover letter, resume and professional references by Friday, August 23, 2024, to City Administrator, 300 Railroad Street, Tiffin, IA, 52340 or to [dboldt@tiffin-iowa.org](mailto:dboldt@tiffin-iowa.org) subject 'Assistant City Administrator Position'. For more information call 319-545-2572 ext. 2. EOE



**ASSISTANT CITY ADMINISTRATOR**

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| <b>Assistant City Administrator</b>                                     | <b>City of Tiffin Job Code:</b> Current Wage Study Scale - \$98,000 - \$105,000 |
| <b>City of Tiffin Dept/Division:</b> City Hall                          | <b>Adopted:</b> July 16, 2024   |
| <b>AFSCME Salary Range:</b> NA  | <b>Manager Level:</b> Managerial  |
| <b>FLSA Status:</b> Exempt  | <b>Reports to Position:</b> City Administrator                                  |
| <b>Physical Demand Rating:</b> Light                                    | <b>City Overtime Status:</b> Exempt   |
| <b>Work Environment:</b> Controlled                                     | <b>Pre-employment Testing:</b> Drug and health screening after contingent offer |
| <b>Position Testing:</b> Knowledge & skills test, standard Word, Excel. | <b>Personal Protective Equipment:</b> None                                      |

**General Statement of Duties:**

Under general administrative direction of the City Administrator to provide operational support for current physical and long-term goals and projects for the City. The job will require accuracy, proficiency, confidentiality and some independent judgment in the oversight of Human Resources and serves as the acting City Administrator in his/her absence.

**Distinguishing Features of the Class:**

The Assistant City Administrator will report directly to the City Administrator and will have a working relationship with the City Council, City Attorney, Department Heads, and City employees.

**Examples of Essential Work (Illustrative Only)**

- Assists the City Administrator in planning, organizing, and directing the services and activities of City Departments and programs.
- Implements the directives and policies of the City Administrator, directives of the City Council and oversees the human resources policies and procedures.
- Manages and provides for the training and professional development of City Hall staff; reviews disciplinary procedures and provides policy guidance and interpretation to staff.
- Oversee development of the annual budget; assists City departments to prepare budget requests and helps monitor budgets by providing monthly reports; assists the City Administrator in presenting a balanced budget to the City Council and file approved budget with the State.
- Prepares and reports on special projects as assigned by the City Administrator; assists in the implementation of established Council goals and objectives.
- Represents and serves as staff liaison to assigned boards, commissions, and professional group meetings.
- Helps promote and market the City of Tiffin by representing the City in various capacities.
- Acts as the City’s grant administrator by keeping informed of various federal, state, local and private grant/loan programs, and prepares grant applications and submissions as requested by the City Administrator.

- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedure changes at the direction of the City Administrator.
- Oversees codification of ordinances and updates the Municipal Code on a regular basis.
- Prepares the agenda for City Council meetings and works with the City Administrator, City Clerk and various departments to compile a packet of information on agenda items and attends City Council meetings.
- Responds to difficult and sensitive public inquiries and complaints; assists in the resolution of complaints and reviews alternative service delivery methods.
- Would help facilitate transitions of various (to be) City Departments as the City continues to grow.
- Provides administrative oversight in the absence of the City Administrator.
- Performs other work projects as requested or directed.

**General:**

- Attends staff meetings.
- Performs all work duties and activities in accordance with City policies, procedures and safety practices. Attends work regularly at the designated place and time.
- Supports continuous process improvement initiatives.
- Performs related work as required.

**Required Knowledge and Abilities:**

- Knowledge of management theory and techniques.
- Ability to establish and maintain effective annual budgets.
- Ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, City officials and the public; ability to communicate effectively orally and in writing.
- Ability to speak in group situations and present professional programs when requested or when deemed beneficial to the City.
- Ability to maintain strict confidentiality with sensitive and restricted information.
- Computer and information technology skills; ability to operate office machines.
- Knowledge of electronic information resources.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise and evaluate all employees in a fair and unbiased manner.

**Minimum Qualifications, Training and Acceptable Experience:**

Minimum requirements include a Bachelor's Degree in Public Administration, Business, Human Resources or closely related field from an accredited college or university, and a minimum of three (3) years of municipal or business experience with training in management or human resources preferred. Must be able to demonstrate good critical thinking skills, have excellent communication skills and the ability to prepare reports, correspondence, charts, tables, and presentations, strong organizational skills, customer service skills and the ability to multi-task. Additional required traits include confidentiality, integrity, tact, diplomacy, politeness and attention to detail. Must possess the ability to establish and maintain effective working relationships with City staff and the general public and be able to supervise and coordinate the activities of multiple employees effectively in a tactful manner. Must be available for off-hour work assignments, meetings, and community activities. Must be proficient with PCs and computer software applications and have general knowledge of office equipment, including telephone, calculator, facsimile, photo copier/scanner, shredder and others. Must possess problem solving abilities, be self-motivated and have a high energy level.

**Essential Physical Abilities:**

The position requires light work with the ability to lift up to 20 pounds. Daily responsibilities of this position constantly require effective talking, hearing, listening, walking and sitting functions. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the general public as well as City staff members. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

*This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.*

*The City of Tiffin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*