



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

COLFAX, IOWA City Administrator Position Profile



Apply by February 14, 2025
Hinsonapplications@gmail.com
("Colfax" in Subject Line)

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Colfax
THE SPRING CITY



CITY OF COLFAX, IOWA
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ABOUT US

Colfax, Iowa (population 2,255) is a proud and historic small town located in Central Iowa along Interstate 80, just 20 miles east of Des Moines, Iowa’s state capitol and largest city. The Des Moines metro area, of which Colfax is part, includes over 700,000 people.



Downtown Colfax

THE COMMUNITY

In 1875, mineral springs were discovered in Colfax and raised the city to worldwide prominence. Colfax became known as “Spring City”, with eighteen mineral springs, four bottling works, and nine hotels. The total number of visitors during Colfax’s mineral springs heyday is unknown but the largest of the hotels, the Hotel Colfax, registered over 13,000 guests in the year 1900.

Colfax is a Main Street Iowa community, with active efforts in enhancing its beautiful and historic downtown. Through its efforts over the years, Colfax has seen over 8 million dollars of private investment into renovating and preserving Colfax's downtown business district. The Spring City Historic Commercial District was listed on the National Register of Historic Places in November 2018.

Colfax is home to the Colfax-Mingo Community School District, which serves over 750 students in grades PK-12, with all schools located in Colfax. CMCS D has a 97% graduation rate, has a 1:1 student to computer ratio in all grades K-12, and offers a comprehensive



Colfax-Mingo High School Football Field

preschool program with free door-to-door transportation to all district families. Recent successes include a \$1.7 million grant that will allow for the construction of a childcare center at the local elementary school, in close partnership with economic development and the City of Colfax.



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In 2023, the City of Colfax was awarded a \$400,000 Destination Iowa grant for its Quarry Springs Park Campground project. This facility includes 40 new RV camping spots, a restroom and shower facility, and related amenities. In just the last few years, the City has resurfaced its tennis courts and repainted them to allow for pickleball usage, improved its 18-hole disc golf course, and renovated a downtown building for an exceptional City Hall/ Police Department office space.



Quarry Springs Park

More information is available at:

- Colfax Main Street, <https://www.colfaxmainstreet.com/>
- Jasper County Economic Development, <https://www.growjaspercountyiowa.com/>
- Colfax-Mingo Community School District, <https://colfax-mingo.k12.ia.us/>
- City of Colfax, <https://colfaxia.gov/>

City Government & Organization

Colfax operates under the Mayor-Council form of government typical to Iowa. The City Administrator position was created by ordinance to administer the day-to-day affairs of the City. The position also serves as Zoning Administrator and supervises all Public Works

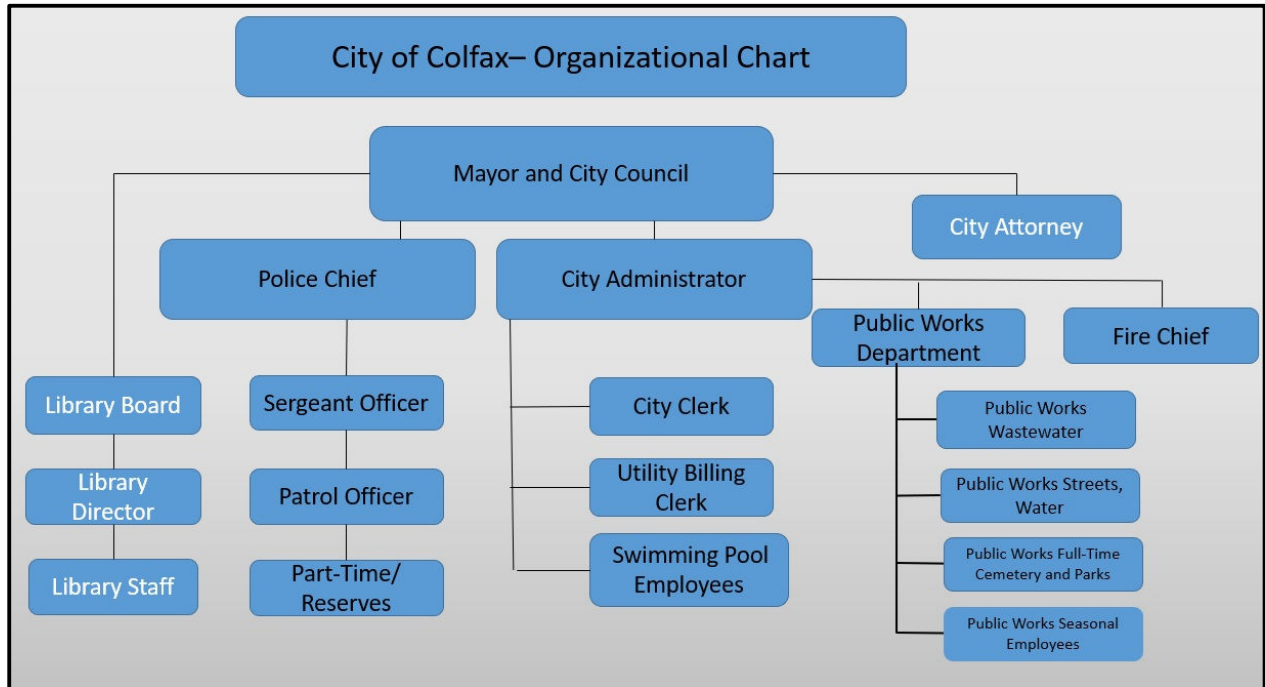


Colfax Public Library

employees. 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 three members elected by geographic wards and two serving at-large. The City Council meets on the 2nd Monday of each month at 7:00 PM in regular session. Mayor-appointed volunteer boards & commissions include: Zoning Board Of Adjustment, Library Board, Park Board, and Planning & Zoning Commission.



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City of Colfax Organizational Chart

The City has 12 full-time and 22 part-time and seasonal employees in the following departments: Administration, Fire, Library, Police, and Public Works. The city's current tax rate is \$16.15057 per \$1,000 valuation and it has a FY25 overall budget of approximately \$3.6 million. The City expects to have an estimated \$3.3 million in fund balances at 6/30/25 and at 6/30/24 had \$2.18M in General Obligation debt, \$175K in TIF debt, \$2.55M in utility revenue debt, and \$410K in short-term debt. The City has a current utilization of approximately 41% of its constitutional debt limitation.

A breakdown of budgeted FY25 city expenditures is as follows:

Public Safety- Police, Fire, EMS, Inspections & Animal Control.....	\$843,817
Public Works- Streets, Lighting & Snow Removal.....	\$308,594
Health & Social Services	\$8,500
Culture & Recreation- Library, Parks, Rec & Cemetery	\$327,983
Community & Economic Development.....	\$107,016
General Government.....	\$381,122
Debt Service.....	\$197,783
Water Utility	\$465,532
Sewer Utility	\$484,638
Sanitation.....	\$213,400
Enterprise Debt Service	\$285,606
Total	\$3,623,991



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The major sources of city revenues include the following:

Property Taxes.....	\$1,162,280
TIF Revenues	\$2,100
Other Taxes- Local Option Sales, Hotel/Motel.....	\$388,543
Licenses & Permits	\$34,350
Use of Money & Property	\$153,100
Other Fees & Charges for Service	\$229,795
Miscellaneous Revenues	\$12,000
Road Use Taxes.....	\$290,895
State Grants & Reimbursements	\$48,645
Local Grants & Reimbursements	\$73,500
Water Utility Revenues	\$619,500
Sewer Utility Revenues	\$558,300
Sanitation Revenues	\$211,150
Total	\$3,784,158

Strategic Plan

The City developed a strategic plan in 2017, and updated it in 2022. The key goals and strategies the City has continued to pursue are:

Goal #1: Grow the property tax base

- Strategy 1: Develop more commercial businesses at the I-80 interchange.
- Strategy 2: Move forward on Quarry Springs Park private development.
- Strategy 3: Support a healthy downtown.
- Strategy 4: Encourage more housing.

Goal #2: Enhance the school system

- Strategy 1: Add more housing units and new families to the school district.
- Strategy 2: Encourage technology.
- Strategy 3: Support updated equipment and facilities.
- Strategy 4: Establish regular communication between the City and School District.

Goal #3: Increase economic development

- Strategy 1: Enhance the appearance at the I-80 interchange.
- Strategy 2: Promote Quarry Springs Park.
- Strategy 3: Grow existing employers; attract new employers.



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Goal #4: Increase livability

- Strategy 1: Provide more community activities.
- Strategy 2: Enhance community aesthetics.
- Strategy 3: Improve the streets and sidewalks for increased walkability

Goal #5: Manage the floodplain

- Strategy 1: Develop a plan.

Initiatives for the Next City Administrator

City elected officials and staff identified the following upcoming initiatives and projects for the new City Administrator:

- Continue to work on new housing development and improvements to existing stock.
- Work with school district on \$1.7M State of Iowa child care grant and raising money for local match.
- Planning for upcoming Public Works retirements and other succession planning.
- Work to market new Quarry Springs Park, including campground amenities.
- Continue planning for wastewater plant upgrades.

Desired Attributes in New City Administrator

The City desires the following attributes in its new City Administrator:

Personal Skills Desired

1. Flexible & inclusive collaborator.
2. Friendly and outgoing.
3. Open-minded and good listener.
4. Firm when needed, demonstrating integrity at all times.
5. Committed to the position and community.

Professional Skills Desired

1. Council/Staff/Community relationship-builder.
2. Housing & Economic Development experience.
3. Develops creative solutions within budgetary and other constraints.
4. Strong communication skills.
5. Grant-writing experience & aptitude.

Duties and Responsibilities of the Position of City Administrator

Position: City Administrator

Reports to: Mayor and City Council

FLSA Status: Exempt



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POSITION SUMMARY

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council/Mayor in the daily operation of city government. Advise and direct Mayor/Council on current problems and future needs of the city and will make recommendations and offer alternative solutions. Responsible for the supervision and actions of all city employees except the Police and Library Departments. Coordinates the implementation of Mayor/Council directives and/or policies. Evaluates community needs and wants and provides qualified and quality direction and guidance for the community as a whole.

ESSENTIAL JOB DUTIES

- Attends all council meetings and meetings of other boards and commissions as required.
- Assists City Clerk in preparation of annual budget recommendation for City Council consideration and controls expenditures within approved budgetary guidelines.
- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all city departments, offices, and agencies of the city.
- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, financing, equipment, staff, economic development and operational needs.
- Develops and oversees the enforcement of city ordinances.
- Researches and drafts ordinances.
- Ensures publication of ordinances and amendments adopted by the City Council.
- Maintains copies of all current city ordinances and codes for public use.
- Supervises all city employees except the Police and Library Departments.
- Conducts annual employee performance evaluations, excluding the Police Department and Library.
- Recommends personnel policy revisions and additions.
- Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council, Mayor and the public for research or recommendations on city policy issues.
- Confirm publication notices of public hearings, elections, and other official actions as required by local and state law.
- Prepares and posts an agenda of all council meetings as required by state law.
- Responds to questions, complaints and other concerns from the public.
- Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, union, other governmental units and community groups in which the City may have an interest.
- Certifies all measures establishing any zoning district, building lines, or fire limits, and a plat showing each district, lines, or limits to the appropriate county recorder.



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- Acts as city's zoning compliance officer.
- Receives and evaluates zoning applications.
- Develops and monitors recommendations regarding zoning applications; building and park development; and other planning projects.
- Verifies that plans submitted for approval comply with established zoning and planning standards and municipal ordinances.
- Supervises the performance of all contracts for work to be done for the city.
- Coordinates the work of the City Attorney.
- Oversees purchase and inventory of materials and supplies.
- Provides general supervision of the use of city property, including the use of vehicles owned by the city.
- Supervises the construction, improvement, repair, maintenance, and management of all city property.
- Assists city engineer with bids and public contracts.
- Plans, coordinates, and directs grant application activities, including grant writing and administration.
- Oversees all city fund management and investment activities, ensuring that effective accounting practices are used to properly control financial assets.
- Makes recommendations regarding financing of all city projects.
- Advertises bids as required by state law.
- Encourages and oversees economic and community development efforts.
- Maintains all records as required by state law.
- Records and files city easements, ordinances, and alley vacates.
- Authorizes and coordinates appropriate action during emergency situations.
- Other duties as directed by the Council or as included in the City Code.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate they can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal



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government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.

- Ability to perform complex and varied work; interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skill in using modern office equipment, including computers and word-processing, and spreadsheet software; and telecommunications equipment.
- Ability to communicate clearly, both orally and in writing.
- Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.
- Mediate disputes between subordinates; handle citizen complaints in a professional and business like manner.

ENTRY REQUIREMENTS

Education/Training: Bachelor's Degree in public administration or closely related field is preferred but not essential.

Work Experience: Five (5) years of experience in related fields with particular emphasis on municipal government, preferred but not essential

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license.

Required post-offer physical examinations: Upon request of the City Council.

Required drug testing: Upon request of the City Council.

Other testing required: DCI background check.

REQUIRED SPECIAL QUALIFICATIONS:

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



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CLASSIFICATION HISTORY:

The City of Colfax retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

HOURS OF WORK

Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Colfax is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Announcement/Advertisement

City Administrator, Colfax, Iowa. Colfax (population 2,255), a proud and historic community located in the Des Moines metropolitan area, is seeking a service-driven and visionary leader to be its next City Administrator. Starting annual salary for candidates with preferred qualifications \$95-105K. Preferred qualifications include a bachelor's degree in a relevant field and 3-5 years of progressive public sector management experience. Residency is not required.

Applications should be submitted to hinsonapplications@gmail.com ("Colfax" in subject line). Application materials requested include: a cover letter, resume, salary history, and



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five work-related references. Detailed profile available at: <https://bit.ly/colfax25>. Apply by February 14, 2025. 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 November 9. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|-------------------------------|
| 1. Application deadline..... | February 14, 2025 |
| 2. Notifications of semifinalists for the position..... | February 18 |
| 3. Virtual interviews of semifinalists | Thursday, February 20
(PM) |
| 4. Candidates’ day to tour the community and meet city employees, Mayor and Council members..... | Friday, March 7 |
| 5. Interviews of candidates..... | Saturday, March 8 |
| 6. Offer of employment..... | March 8 |
| 7. City Council approval of employment contract | March 11 |
| 8. Proposed starting date of employment | By April 15 |

