



Spencer, Iowa seeks an experienced

# FINANCE DIRECTOR / DEPUTY CITY MANAGER



# SPENCER, IOWA FINANCE DIRECTOR / DEPUTY CITY MANAGER

## THE POSITION IN BRIEF

The **Finance Director / Deputy City Manager** works closely with the City Manager, City Clerk and Department Heads in accomplishing the goals and directives of the City Council; monitors the financial activities of the City; does related work as required; oversees the work of the finance assistants; and in the absence of the City Manager or City Clerk, serves in their stead. This position is appointed by the City Council, and works under the general direction of the City Manager, Mayor and City Council.

## THE COMMUNITY

Spencer, Iowa is a city located at the confluence of the Little Sioux and Ocheyedon Rivers with a population of 11,451. It is the county seat of Clay County and has a workforce of approximately 92 full-time, 40 part-time and 36 seasonal employees. The City of Spencer is a financially stable organization.

Spencer is famous as the home of the Clay County Fair, held annually in September, averaging over 325,000 visitors per year. Spencer was ranked #4 on Realtor.com's 2021 "Top 10 Affordable Small Towns Where You'd Actually Want to Live." Unlike much of Iowa, the rolling farmlands of this northwest corner of the state are dotted with picturesque lakes and wooded shorelines. It is a landscape enhanced by the historic buildings of the downtown area and the city's personable cultural flair. The theme felt by many that reside in Spencer is that it is a great place to live & raise a family, is close to many recreational attractions and offers a small town feel while providing large-city access.

Spencer is located just 15 miles from the Iowa Great Lakes, and is the largest community in the region. The Iowa Great Lakes span 15,000 acres and include Iowa's largest natural lake, Spirit Lake and five interconnect lakes: West Okoboji, East Okoboji, Upper Gar, Lower Gar, and Minnewashta. Spring-fed West Lake Okoboji is a beautiful shade of blue and 136 feet deep. It is the centerpiece of the five chain lakes, and the surrounding communities provide the backdrop for Okoboji's year-round playground.

### PUBLIC SAFETY

The **Spencer Fire Department** has 5 full-time employees & approx. 25 volunteers serving the community, with over 800 calls for service per year to fire & EMS. The Fire Department also carries over 75 rural fire contracts for fire protection within the surrounding areas.

## SNAPSHOT: Spencer, Iowa Demographics and Amenities



Land area – **11.09** square miles



Average age of **41** years old

White 93.7%, African American .7%, Asian .4%, Multi-racial, 4.3%, Hispanic or Latino, 5.5%



Median 2023 household income **\$57,068**

Median home value **\$178,300**



Cost of living index **24/53** (Iowa cities)

The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected and valued. Students are challenged to think independently, inquire creatively and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

### HEALTHCARE

Spencer Hospital, founded in 1914, has continued to grow and expand to meet the healthcare needs of area residents. Spencer Hospital's 500+ employees are dedicated to delivering high quality health care, given with a compassionate touch. Adjoining the hospital is the Abben Cancer Center, providing complete cancer treatment and care including radiation therapy, chemotherapy & support services.

### AIRPORT

The Northwest Iowa Regional Airport is owned by the City of Spencer. The Public Works Department has the primary maintenance responsibility.

## SNAPSHOT continued

### Parks and recreational facilities include:

- Fifteen parks and open space areas encompassing 290 acres.
- Municipal Golf Course with close to 82 acres, boasting 18 holes, 34 sand traps, greenside mounding & several water hazard. Includes a 200+ seat clubhouse.
- Other facilities include: Oneota Park, Clay County Regional Events Center, Clay County Fairgrounds & the YMCA center.
- Miles of hiking trails, a skate park, dog park, tennis courts, 6 playgrounds, 11 ball fields, and 32 acres of soccer fields, as well as an indoor soccer facility.
- Pederson Park is host to hundreds of Spencer families enjoying baseball & softball for all ages.
- Stolley Park is a beautiful nature area for fishing, hiking and bird watching.
- East Leach Park offers a campground & enclosed shelter house. Ice skating, summer band concerts, picnics, family reunions, etc. can be held at East Leach. It is also the host of the Summer Playground Program, which is a great activity for kids of all ages!
- The Spencer Public Library enriches the quality of life in the community by providing information, education, cultural & recreational resources & experiences in a comfortable & inviting setting. Children of all ages enjoy interactive story-time, and monthly themed activities & enrichment programs year-round.



## CITY GOVERNMENT

The City of Spencer is chartered as a Mayor-Council form of government. There are seven council members. The city is divided into five wards, one council member is elected from each of the five wards and two run at-large which means that everyone in all five wards may vote for them. The Mayor is elected by the voters for a term of two years. The council members are elected by the voters for a term of four years. The council meets in regular session the first and third Mondays of each month to conduct the city's business and can meet for special meetings at any time. They are also involved in several committee meetings throughout the month. The City Council established by ordinance the City Manager position to oversee the day-to-day business of the City. The City has 92 full-time employees in the following departments: City Manager, Finance, Police, Fire, Public Works, Library, Parks & Rec, Planning, Golf, and Solid Waste.

The City is fortunate to have its own municipal utilities, Spencer Municipal Utilities (SMU) which includes electric, internet/telecommunications, and water services for the community. These utilities, while separately managed by a Board of Directors, contribute significantly to the community in a variety of ways, including payments in lieu of taxes to the City. SMU also handles utility billing for the City and is a significant partner in economic development activities. Spencer also has a city-owned Solid Waste Division & a city owned Landfill.

The Spencer City staff team are a close-knit group that is working as a cohesive unit. They tackle issues and projects with professionalism and with the attitude that everyone has something important to contribute. There is genuine care and concern for each other and a sense of fun while working together.

## CITY FINANCES

The City of Spencer has a robust and diversified property tax base, healthy local option sales & service and hotel/motel tax collections, strong reserves, a low long-term debt load, and a moderate property tax rate.

The tax rate is modest for comparable cities at \$13.77917/\$1,000 taxable valuation. While the City was significantly impacted by the floods of 2024, the City is in a strong financial position to respond to these challenges and has an unprecedented recovery process, being able to capture multiple state & federal grants.

The City has an adopted Capital Improvements Plan (CIP) for FY21-FY25 that envisions \$17 million in capital improvements over the five years of the plan. Additionally, the City issued bonds in the amount of \$7,260,000 in mid-2023 for the development of a 40-acre commercial park on the north end of the community, for costs including land acquisition, streets, water, and sewer.



# FINANCE DIRECTOR / DEPUTY CITY MANAGER POSITION

The **Finance Director / Deputy City Manager** position assists the City Manager leading the City in strategic planning, budgeting and policy development and provides leadership and management to the overall organization. He/She plans, directs, manages and oversees the activities and operations of assigned departments, boards and commissions. This position also serves as the City's chief financial officer including financial forecasting, budget development and monitoring, central financial accounting and reporting, administering the City's financial system, and analyzing all aspects of City finances.

## Essential Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Primary responsibility will be project driven, with emphasis on coordinating workflow with the City Manager, City Clerk and City Department Heads
- Prepare the City budget in cooperation with City Manager and department heads for the Council's study and approval
- Monitor the City budget, overall financial position and financial functions of the City, in coordinations with the City Manager
- Attend all meetings of the City Council; work as part of the administrative team to accomplish and oversee all projects, functions and services of the City
- Financial planning and financial analysis including review of financial records, monitor and review rate structure for enterprise funds
- Direct the maintenance of an accounting system for the City government and its agencies in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements
- Responsible for the City's purchasing program; directs the process & establishes financial protocols
- Direct the approval, audit and certification of all claims against the City for payrolls, goods and services
- Coordinates & oversees the City's property & liability insurance programs
- Establishes process & protocols for inventory & fixed asset control
- Compile statements of current operating and capital outlay expenditures and practices of accounting and auditing
- Provide back-up and support to the City Clerk
- Other duties as assigned

## Skills & Knowledge Requirements

- Knowledge of the principles and methods of public administration
- Knowledge of the organization, functions and problems of municipal government
- Knowledge of the principles and methods of public finance
- Ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations
- Knowledge of the principles and practices of accounting and auditing required
- Knowledge of municipal accounting, taxation and reports required

- Ability to make accurate revenue estimates
- Ability to select, train and supervise employees
- Ability to establish and maintain effective relationships with other administrators and civic groups, the press and the public
- Ability to work with varied interest groups and the general public
- Proficient computer/software skills including Microsoft Office & Google Docs; knowledge of current technology is preferred
- Ability to read and interpret the municipal code and city ordinances

## Supervisory Responsibilities

This position directly supervises two Finance Assistants & works closely with the City Clerk & Administrative Assistants.

## Education Requirements

Graduation from an accredited college or university with emphasis in accounting and public administration and four years of responsible administrative & managerial experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Previous municipal or county government experience is required.

## Physical Requirements

Sufficient clarity of speech, hearing & vision, with or without reasonable accommodation, which permits the employee to communicate effectively with others in person and over the telephone. Other physical activities include walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, and finger dexterity. The minimum standard needed for those whose work deals largely with preparing and analyzing data and written information, accounting, computer terminal and/or extensive reading, is required.

## Work Environment

Work is primarily performed in an office environment; sedentary and requires sitting and/or using various computer equipment 75% of the time; and standing and/or walking 25% of the time. Frequently requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10-30 pounds of force to lift or otherwise move objects.

## EOE / ADA Statement

The City of Spencer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Spencer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



## Professional & Leadership Characteristics

The ideal candidate for **Finance Director / Deputy City Manager** will be a thoughtful, self-driven & collaborative leader. The person will be personable, progressive and an excellent communicator, with a history of follow through in their work. The **Finance Director / Deputy City Manager** should be prepared to be involved in the community and seek to bring people together to foster a cohesive team. Additional requirements include:

- Be a person of the highest integrity; able to build a trusting relationship with the City Council, staff and community, while maintaining .
- Be a strong leader and support staff while providing clear directions and maintaining high expectations.
- Be visible and engaged with staff, council and the community; showing a vested interest in all.
- Be approachable and a good listener.
- Be comfortable with leading 'up and down' the organization, forging a strong relationship with the council. Be personable, possessing excellent communication skills with the ability to facilitate discussions.
- Be willing to face conflict & address problems in a timely & effective manner.
- Be able & confident to make recommendations that are clear and concise.
- Possess leadership skills that will help develop the unity of the city team, yet take the lead and make difficult decisions when necessary.
- Be innovative & able to generate plans & then follow-through until completion.
- Be trusting & trustworthy.
- Be able to gain the respect of their direct reports & yet humble enough to respect their strengths & expertise.
- Have an open door policy for staff & community.
- Be comfortable presenting to small and large groups, and being interviewed by media.

## COMPENSATION & BENEFITS

The salary range is **\$111,646 - \$145,504 DOE** plus an excellent benefit package with:

- **Medical: 2 Low Deductible plans to choose from, 100% paid for employee;**
- **Dental, Vision & Life Insurance, Flexible Spending Account**
- **Healthy Life Program**
- **Sick & Vacation accrual**
- **11 Paid holidays, including 4 personal days**
- **IPERS Pension Retirement Plan & 457 Deferred comp plan**
- **Cell phone allowance**

## HOW TO APPLY

Candidates should apply with resume & cover letter to:  
 Jessica Wright, Human Resource Director, [hr@spenceriowacity.com](mailto:hr@spenceriowacity.com)  
 Visit [www.spenceriowacity.com](http://www.spenceriowacity.com) for more information

### Photo Credits:

Thank you to Spencer Chamber, Iowa Tourism, Clay County Conservation Board & [iowaarchitecture.org](http://iowaarchitecture.org)!