



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

CARTER LAKE, IOWA

City Administrator

Position Profile



Apply by June 26, 2025

hinsonapplications@gmail.com

("Carter Lake" in Subject Line)

Contact: Brent Hinson

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641-373-2535

City of
CARTER LAKE

EST. 1930

ABOUT US

Carter Lake, Iowa is a unique community of 3,791 residents located in the heart of the Omaha metropolitan area, a growing region of over 1 million people.

Carter Lake is located on the west (Nebraska) side of the Missouri River; this occurred due to a rerouting of the Missouri River during flooding in 1877. The former bend of the river is now the oxbow-shaped lake that gave the community its name. Carter Lake is located in between downtown Omaha and Eppley Airfield, Omaha's airport; most traffic from Omaha passes through Carter Lake.



Carter Lake Welcome Sign

Carter Lake's location provides exceptional opportunities for community development. In addition to a recreational lake, the community has an 18-hole championship golf course (Shoreline Golf Course) that is the closest top-tier course to downtown Omaha and thus receives a large share of downtown business-related traffic. Carter Lake is also home to a major installation of the Boys and Girls Club of the Midlands, which serves over 600 members each year on its 35-acre campus. The community has also actively worked with the Ponca and Omaha tribes, who recently expanded their tribal casino in Carter Lake.



Cumberledge Community Center

The community has invested heavily in recreational and quality of life improvements in recent years. The David & Rose Cumberledge Carter Lake Community Center (CCLC) was constructed in 2023 and is attached to the Carter Lake Public Library. This beautiful facility includes multi-purpose rooms for gathering; a two-court gymnasium with a three-

lane track and pickleball, volleyball, and basketball courts; and a fitness room. The CLCC offers a variety of programmed activities for all age groups.

The Carter Lake urban trail system has been greatly enhanced by the recent construction of a 2.7-mile bike/pedestrian route throughout the City of Carter Lake, utilizing a mix of shared use roadways and dedicated concrete trails to provide a safe trail loop through Carter Lake. The existing sidewalks along Locust Street provide connectivity to the City of Omaha's existing trail through Kiwanis Park.



Carter Lake Elementary School

Carter Lake is part of the Council Bluffs Community School District and is home to the Carter Lake Elementary School, located adjacent to the Library and Community Center. The University of Nebraska- Omaha, Bellevue University, and Creighton University are all located within 20 minutes' drive of Carter Lake.

- More info on the City and its governmental and non-profit partners is available at:
 - City of Carter Lake: <https://cityofcarterlake.com/>
 - Carter Lake Library: <https://www.carterlakelibrary.org/>
 - David & Rose Cumberledge Carter Lake Community Center: <https://clcc.activityreg.com/>
 - Council Bluffs Community School District: <https://www.cb-schools.org/>
 - Pottawattamie County Government: <https://www.pottcounty-ia.gov/>
 - Boys & Girls Clubs of the Midlands: <https://www.bgcomaha.org/locations/carter-lake-club.html>
- More information on attractions is available at:
 - Prairie Flower Casino: <https://prairieflowercasino.com/>
 - Shoreline Golf Course: <https://golfshoreline.com/>

Omaha Attractions

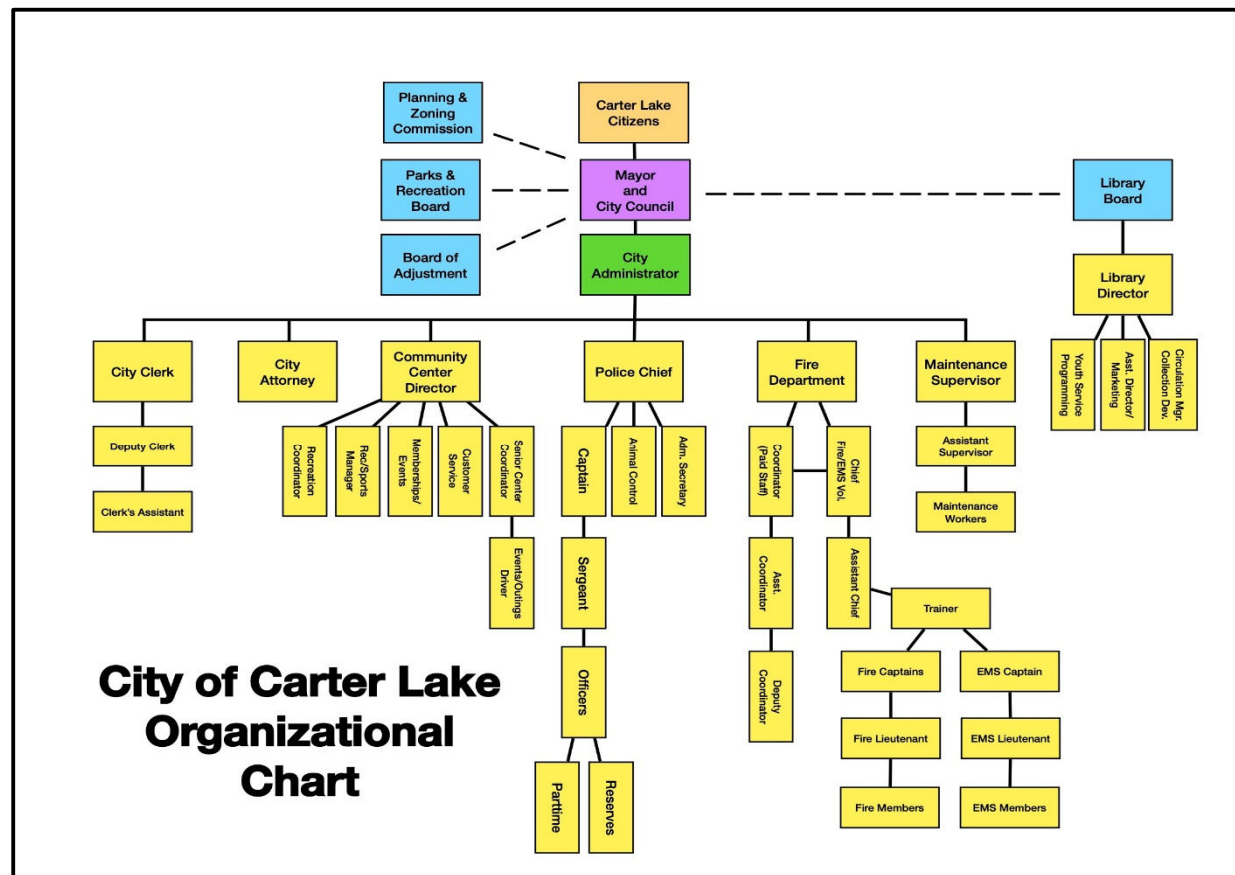
Carter Lake is centrally located adjacent to Omaha, Nebraska, the chief municipality in a growing metropolitan area of over 1 million residents. Omaha has many attractions that are easily accessible from Carter Lake.

The Henry Doorly Zoo and Aquarium is a must-see, renowned for its conservation efforts and unique exhibits like the Lied Jungle and Desert Dome. Explore the historic Old Market district with its cobblestone streets, art galleries, and boutiques. Art enthusiasts will appreciate the Joslyn Art Museum, boasting a vast collection spanning centuries.

For outdoor activities, visit Lauritzen Gardens, a 100-acre botanical paradise, or stroll across the Bob Kerrey Pedestrian Bridge connecting Nebraska and Iowa. History buffs can delve into the past at The Durham Museum, housed in a beautifully restored Union Station. Catch a baseball game at Charles Schwab Field Omaha, home of the College World Series.

- More information on Omaha attractions can be found at:
 - Henry Doorly Zoo and Aquarium: <https://www.omahazoo.com/>
 - Old Market District: <https://oldmarket.com/>
 - Joslyn Art Museum: <https://joslyn.org/>
 - Lauritzen Gardens: <https://www.lauritzengardens.org/>

City Government & Organization



Carter Lake is a full government service community with a municipal government organized under the Mayor-Council with appointed administrator form of government common to Iowa cities. The Mayor is elected for a four-year term and chairs meetings of the Council, but does not vote. The five members of the City Council are elected to staggered four-year terms; all serve on an at-large basis. The City Council meets in workshop/committee of the whole session on the second Wednesday of the month and in regular session on the third Monday of the month. Municipal services include Police, Fire, Maintenance, Community Center/Recreation, City Clerk, and Library.

The City Administrator is the Chief Administrative Officer for the City. The primary duties of the City Administrator are to enforce and execute or refer to the proper official for compliance of all operational policies, resolutions, ordinances, laws, that the council and mayor direct. The City Administrator has the general responsibility to supervise and to provide direction of all the departments of the City, except as limited by Iowa or City Code.

The City has 23 full-time employees. The city's current tax rate is \$9.69636 per \$1,000 valuation and it has a FY26 overall budget of approximately \$8.6 million. The City expects to have an estimated \$9.6 million in fund balances at 6/30/25 and at 6/30/24 had a debt load of \$3.47 million in general obligation debt and no revenue debt.

A breakdown of budgeted FY26 city expenditures is as follows:

Public Safety- Police, Fire, Inspections & Animal Control.....	\$2,140,824
Public Works- Streets, Lighting & Snow.....	\$710,155
Health & Social Services	\$4,000
Culture & Recreation- Library, Parks, Rec & Community Center.....	\$1,337,196
Community & Economic Development.....	\$547,000
General Government.....	\$877,166
Debt Service.....	\$548,575
Governmental Capital Projects	\$705,128
Water Utility	\$747,928
Sewer Utility	\$702,281
Garbage	\$265,000

Other Enterprise	\$44,000
Total	\$8,629,249

The major sources of city revenues include the following:

Property Taxes.....	\$1,895,954
TIF Revenues	\$200,000
Other Taxes- Local Option Sales, Hotel/Motel.....	\$1,314,166
Licenses & Permits	\$85,500
Use of Money & Property	\$313,500
Other Fees & Charges for Service	\$168,400
Miscellaneous Revenues	\$57,700
Road Use Taxes.....	\$530,074
Federal Grants & Reimbursements	\$775,000
Local Grants & Reimbursements	\$1,300
Water Utility Revenues	\$697,750
Sewer Utility Revenues	\$717,000
Sanitation Revenues	\$274,000
Total	\$7,030,344

Duties and Responsibilities of the Position of City Administrator

Title: City Administrator

Department: Administration

Date Approved:

FLSA: Exempt

Reports To: City Council

PURPOSE OF POSITION

Serves at the pleasure of the City Council as the Chief Administrative Officer of the City under the auspices of the Carter Lake Code of Ordinances. Oversees the enforcement and execution of City ordinances; provides administrative direction and coordination of the finance, public works, parks and recreation, police, fire, building inspection, zoning and other designated municipal departments; preparation of budget and accounting/financial controls; assist the Council by making investigations and reports relating to staff and facility improvements, expenditures, planning and developmental tasks.

Relationships

Reports to: City Council

Supervises: All employees of the City, directly or indirectly

Works with: Mayor and Council, City boards and commissions, supervisors and staff, community partner organizations, and the general public

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Attends all meetings of the Council unless excused by the Mayor or a majority of the City Council; evaluates and recommends such measures as deemed necessary for the effective management of government and welfare of its citizens.

Prepares and submits to the Council annually the required operating and capital improvement budgets for the finance, public works, engineering, parks and recreation, building & zoning, water and wastewater collection/distribution, police and other designated departments in consideration with Department Heads.

Evaluates the ongoing business affairs of the City; keeps the Council fully advised of the financial and other conditions of the City; prepares itemized financial reports showing receipts and disbursements.

Evaluates existing municipal operation procedures organizations, facilities, staffing and related needs and recommends fiscal and related policies as necessary.

Employs, discharges, and sets the compensation of all employees subject to City Council approval, controlling policies, and State/Federal laws and provisions, investigates the conduct and affairs of any department, agency, officer or employee of the City.

Supervises the performance of all contractual work done for the City; ensures that all materials, supplies and workmanship are of the quality and character specified; supervises the construction, improvement, repair, maintenance and management of all city property, capital improvements and undertakings of the City.

Cooperates with administrative agencies, boards, business and community groups; keeps Council informed on external developments which potentially impact on programs, services and policies.

Assists the Council, Zoning Commission and other designated parties in carrying out comprehensive plan and related planning activities within the City.

Performs such other duties as may be required by the City Council and can be reasonable expected of an employee in this class.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from four (4) year college or university with an appropriate subject matter major and three (3) years of professional or administrative experience as an Assistant City Administrator in large municipality or City Administrator in a small municipality or substituting a master's degree for one (1) year of required experience.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Managerial, administrative work which is not subject to unusual physical strength, activity or prolonged standing or walking. Physical demands are generally associated with sedentary work requiring the ability to exert up to 10 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects, including the human body. Requires ability to express or exchange ideas by means of the spoken word to impart information and/or convey spoken instructions and to hear normal conversation with or without corrective devices. Job requires concentrated manual and finger dexterity, motor coordination, clarity of vision 20" or less.

Cognitive Demands

Knowledge of public administration including the principles and practices of modern budget and financial management, human resource management, procurement, public works program administration, federal/state regulatory provisions, legislative processes, public relations, collection and disbursement of taxes, zoning property utilization, compliance programs; ability to evaluate programs and operations and to keep the City Council advised of the financial condition and immediate and future needs of the City; evaluate complaints in relation to matters relating to government administration and take appropriate remedial action; willingness to perform such other professional, management and administrative tasks not inconsistent with State/City ordinances and laws as the City Council.

Language Ability and Interpersonal Communication

Well developed communication skills (negotiation, persuasion, supervision, mentoring and related skills) are critical to successful performance. Requires the ability to analyze information in great depth, subject matter knowledge and conceptualization related to data and people obtained by observation, investigation, interpretation, visualization and mental thought (words, symbols, ideas, concepts and verbalization). Ability to provide leadership and direction to subordinates in effectuating change and obtaining goal attainment; ability to establish and maintain effective working relationships with subordinates, city officials, business and community groups, federal/state government representatives.

Environmental Adaptability

Dangerous work hazards and undesirable environmental conditions not present. Likelihood of personal injury as a result of either environmental or occupational hazards would be very slight.

Special requirements:

- (A) Must be bondable
- (B) Must have a valid driver's license or the ability to obtain one
- (C) Designation as notary public is desirable

Announcement/Advertisement

City Administrator, Carter Lake, Iowa. Carter Lake (population 3,791), a unique and vibrant community located in the heart of the Omaha metropolitan area, is seeking a strong and collaborative leader as its first City Administrator. Starting annual salary for preferred qualifications \$120-130K, with a full benefits package. Preferred qualifications include a bachelor's degree in a relevant field and 3-5 years of progressive public sector management experience. Residency is preferred but not required. Relocation allowance is negotiable for candidates establishing residency.

Applications should be submitted to hinsonapplications@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until 4:00 PM on June 26, 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 July 19. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|--------------------|
| 1. Application deadline..... | June 26, 2025 |
| 2. Notifications of semifinalists for the position..... | June 30, 2025 |
| 3. Virtual interviews of semifinalists | July 2 (PM) |
| 4. Candidates' day to tour the community and meet city employees, Mayor and Council members..... | Friday, July 18 |
| 5. Interviews of candidates..... | Saturday, July 19 |
| 6. Offer of employment..... | As soon as July 19 |
| 7. City Council approval of employment contract | As soon as July 21 |
| 8. Proposed starting date of employment | By September 1 |