



The City of Prairie City is hiring:

City Administrator

Hiring Range \$75,000 - \$98,000

Submit job application available on City's website and resume by July 11, 2025, to:

Christie Busby

City of Prairie City

203 E Jefferson St

Prairie City, IA 50228

Christie.busby@prairiecitiyiowa.us

515-994-2649

CITY ADMINISTRATOR

Position: City Administrator

Reports to: Mayor and City Council

Revision Date: 10-12-2022

FLSA Status: Exempt

POSITION SUMMARY

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council and Mayor in the daily operation of city government. Informs and advises the Mayor and Council on current issues and future needs of the city, makes recommendations, and offers solutions. Responsible for the supervision and actions of all city employees, except the Police Department. Coordinates the implementation of Mayor and Council directives and/or policies. Evaluates community needs and desires and provides qualified and quality direction and guidance for the community as a whole.

ESSENTIAL JOB DUTIES

- Planning and Forward Thinking
 - 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.
 - Encourages and oversees economic and community development efforts, maintaining positive relationships and visibility with local businesses and organizations.
 - Collaborates with and attends meetings with the Jasper County economic development organization and other county organizations.
 - Monitors building and park development and other planning objectives.
 - Assists with bids and public contracts.
 - Advertises bids as required by state law, in collaboration with the city clerk/treasurer.
 - In collaboration with other city staff, assists in the research, preparation and submission of grant applications.
- Fiscal Responsibilities
 - Supervises the preparation of the budget.
 - Manages expenditures in accordance with the budget.
 - Oversees purchase and inventory of materials and supplies.
 - Makes recommendations regarding financing of all city projects.
- Personnel Management
 - Hires, terminates, develops, and supervises the public works department, city office staff, and other employees (seasonal, part time), including the approval of personnel action(s) in accordance with policies in the employee handbook.
 - Creates individual training and development plans for each city employee.
 - Conducts annual employee performance evaluations and makes recommendations to the City Council regarding salary increases based upon individual performance.
 - Facilitates problem solving and conflict resolution at all levels.
 - Mediates disputes between subordinates.

- Supervises and oversees the construction, improvement, repair, maintenance, and management of all city property with assistance from other city staff and/or contractors.
- Ensures the performance of all contracts for work to be done for the city.
- Provides general supervision of the use of city property, including the use of vehicles and equipment owned by the city.
- Handles citizen complaints in a professional, business-like manner.
- City Code Development and Enforcement
 - Develops and oversees the enforcements of city ordinances.
 - Oversees publication of ordinances and amendments adopted by the City Council.
 - Maintains copies of all current city ordinances and codes for public use.
 - 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.
 - Acts as city's zoning compliance officer, including receiving and evaluating zoning applications.
 - Verifies that plans submitted for approval comply with established zoning and planning standards and municipal ordinances.
 - Maintains all records as required by state law.
 - Records and files city easements, ordinances, and alley vacations.
- Interaction with City Council
 - 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.
 - Oversees the preparation and publishing of public hearings, elections, and other official actions as required by local and state law.
 - In collaboration with other office staff, prepares and posts an agenda of all council meetings as required by state law.
 - Attends all council meetings and meetings of other boards and commissions, as required.
 - Responds to questions, complaints, and other concerns from the public and City Council within 24 hours on weekdays and within 48 hours on weekends.
 - Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and community groups in which the City may have an interest.
 - Creates and compiles monthly reports from each city department with assistance from city staff for inclusion in Council packets.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate the individual 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

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 to make sound decisions and recommendations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skilled in using modern office equipment and computers.
- Ability to communicate clearly, both orally and in writing.
- Skilled 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.

ENTRY REQUIREMENTS

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

Work Experience: Five 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.

POST-OFFER REQUIREMENTS

- Physical examination
- Drug testing
- Background check(s)

Residency Requirement: Must reside within a 30-minute response time to City Hall and must be established no later than six months after the date of hire and shall be maintained throughout employment with the City.

WORK ENVIRONMENT

Most work is preformed inside city hall, other public buildings, or on city property. May include visits to work sites.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. Must have the ability to exert moderate physical effort in sedentary to light work, typically involving some combination of lifting, stooping, carrying, pushing and pulling.
3. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to individuals with disabilities and encourage both perspective and current employees to discuss the potential accommodations with the employer.
4. The City Council reserves the right to change or reassign job duties or combine positions at any time.

Signature: _____

Date: _____