



**CHARLES CITY,
IOWA
City Administrator
Position Profile**



Apply by September 3, 2025
hinsonapplications@gmail.com

Contact: Brent Hinson
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CHARLES CITY, IOWA
CITY ADMINISTRATOR POSITION
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The City of Charles City, Iowa seeks a dedicated city management professional with strong communication and interpersonal skills, demonstrated fiscal management abilities, a passion for public service and a commitment to transparent and collaborative leadership as its next City Administrator.

ABOUT US

Charles City is a dynamic and welcoming community of 7,396 residents, located in northeast

Iowa along the Cedar River. As the seat of Floyd County, Charles City offers an exceptional blend of charm, natural beauty, and a progressive attitude. Known as the birthplace of the modern tractor, Charles City has a proud history of innovation and continues to serve as a regional hub for commerce, industry, culture, and outdoor recreation. Charles City is a significant commercial and transportation area in the region, located along U.S. Routes 18 and 218, and Iowa Highway 14 and served by the Canadian National and Canadian Pacific railroads. Charles City is approximately 150 miles northwest of the Des Moines Metropolitan area and 160 miles southeast of Minneapolis, MN.

The community boasts a vibrant downtown, an active Main Street program, and strong civic engagement, recently designated as an Iowa Thriving Community through the Iowa Economic Development Authority. Quality of life amenities include the Charles City Whitewater Course, an award-winning library, extensive park and trail systems, and a lively arts and events calendar. The local economy is diverse, anchored by manufacturing, health care, education, and agriculture-based businesses.

Charles City is home to major employers including Zoetis, Cambrex Charles City, Yokohama, Valero Charles City Industries, Curbtender, and L&J Industries. Learn more at: www.cityofcharlescity.org and www.charlescityia.com.



Arch at Central Park

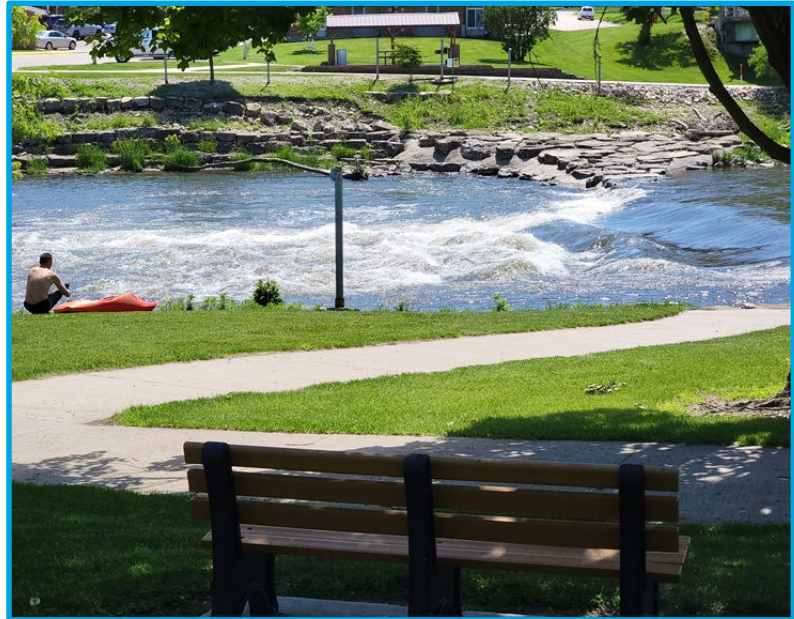


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THE COMMUNITY

Charles City offers the perfect setting for residents seeking a high quality of life.

Charles City is home to Iowa's first whitewater rafting course on a dam-modified river, which provides a unique recreational opportunity. The Parks and Recreation Department maintains the City's 13 primary park areas, including Lions Field Pool and Wildwood Golf Course, along with many green spaces. The Charles City Public Library offers healthy collections and a variety of programming for all ages. The Library is also home to the Mooney Art Collection, which includes a set of original art prints by Rembrandt, Dali, Picasso, Goya, and others.



Charles City Whitewater Course

The City's downtown is historic and walkable, with dining, shops, events, and cultural venues. Its vibrancy is well known throughout the region. Charles City also takes pride in its volunteerism, partnerships, and collaborative spirit.



Riverfront Park

Health Care: Floyd County Medical Center is an independent 25-bed Critical Access hospital, birth center, Rural Health Clinic and Urgent Care clinic located in Charles City. The FCMC is currently under construction on a \$40M expansion project.

Public Safety: The Police Department has 14 sworn police officers, including the Police Chief, Captain, Lieutenant,



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an Investigator, SRO/Housing Office, and Public Safety Officer. The Fire Department is comprised of local firefighters who serve the community and the surrounding area via mutual aid agreement.

Airport: The Northeastern Iowa Regional Airport in Charles City offers general and business aviation services. Charles City is also 30 miles from Mason City, home to the Mason City

Municipal Airport, with daily flights to Chicago's O'Hare Airport. For international travel, Charles City is approximately 150 miles northwest of the Des Moines Metropolitan area and 160 miles southeast of Minneapolis, MN. Des Moines International Airport, with six airlines and many connecting hubs. Minneapolis-Saint Paul International Airport has more than 17 airlines.

Churches: Charles City is home to 15 churches.



Aerial View of Downtown



Downtown Pocket Park and Mural

Education: The community is served by the Charles City Community School District, with strong local support and facilities serving its 1,500 students. To review programming, athletics, student life, and see the facilities, visit www.charlescityschools.org.

Business Community: Charles City is home to a vibrant and active Chamber of Commerce, Main Street Committee, a City Tourism office and Charles City Area Development Corporation. A number of exciting annual events draw people to



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specialty shops. Its renowned recreational facilities make the community a great destination for rafters, golfers, tennis players at the grass courts of the All Iowa Lawn Tennis Club, or anyone interested in exploring the community's excellent parks. The Art Deco Charles Theater is an inviting destination to take in a movie.

Additional community information can be found at www.charlescitychamber.com/ or www.charlescityia.com.

City Government & Organization

Charles City is a full government service community with 9 departments including City Hall/Administration, Public Safety, Library, Engineering, Streets, Water, Wastewater, Transit, and Parks and Recreation. The Library Director reports directly to the Library Board with all other department heads reporting to the City Administrator.

The City enjoys a stable and committed workforce, with 53 total full-time and 12 permanent part-time employees. There are an additional 30 part-time employees with the Mayor, Council, and volunteer firefighters. The Mayor chairs meetings of the Council, but does not vote. The City Council meets the first, second, third and fourth weeks of the month at 6:00 p.m.

Two of those meetings (the first and third Monday) are regular meetings where action is officially taken on items. The other two meetings are planning sessions held on the Wednesday of the week after each regular meeting. These meetings are where information is presented to the council but no official action is taken. There are also special meetings held occasionally on an as needed basis. The regular meetings are taped for airing on the City of Charles City Iowa YouTube channel. Meetings are currently being held at the Charles City Public Library while City Hall undergoes a major construction project. When completed, City Hall will host a state-of-the-art City Council Chambers and expanded and improved offices.

The city's current tax rate is \$15.95112 per \$1,000 valuation and has a FY25-26 overall



Banners Adorning Downtown Charles City



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budget of approximately \$23,153,575, including capital projects. The city's finances are solid and stable.

The most recent City Administrator resigned to accept another position in the field of city management after nearly 12 years of service with the community and following a long-serving predecessor who retired. The City has had only 4 City Administrators since the position was created more than 30 years ago.

Duties and Responsibilities of the Position of City Administrator

Performs under general administrative direction as the chief administrative officer of the City. Responsible for planning, organizing, and coordinating the administration of all city departments, offices, and services in accordance with City Council policies and goals. Performs related duties as required.

SUPERVISES: Department Directors Support staff as needed	EQUIPMENT USED: Standard office equipment Computer/Software applications
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PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures execution of City Council directives, policies, and decisions, delegating responsibilities as appropriate.
- Provides timely and complete information to the Mayor and Council on city operations, financial status, and other key issues; recommends measures for effective city administration.
- Directs and oversees daily operations of all city departments and services, except where otherwise provided by law or ordinance.
- Prepares and administers the city's annual budget and capital improvement plan.
- Oversees the purchasing process for commodities, materials, supplies, equipment, and services across departments.



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- Attends all City Council and committee meetings, providing professional support and guidance.
- Serves as the city's primary representative in interactions with local, regional, state, and federal agencies, and with the general public.
- Develops and implements operational policies, administrative procedures, and citywide strategic initiatives.
- Reviews operational and statistical reports to evaluate the efficiency and effectiveness of city programs.
- Conducts regular meetings with department heads to monitor operations and encourage ongoing professional development.
- Manages and monitors all contracts for services, infrastructure, and capital projects.
- Oversees responses to citizen concerns, complaints, and requests for service.
- Administers and maintains all city-owned property, buildings, and assets.
- Hires, supervises, evaluates, and, when necessary, disciplines or terminates city staff as authorized by law or ordinance.
- Ensures city operations comply with applicable laws, safety protocols, and personnel policies.
- Promotes and supports a culture of innovation, transparency, and customer service excellence throughout city government.

ENTRY REQUIREMENTS AND SKILLS:

Preferred qualifications include a master's degree in a relevant field and 5-7 years of progressive public sector management experience.

- Knowledge of the principles and methods of public administration.



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- Knowledge of the organization, functions, and problems of municipal government.
- Knowledge of the principles and methods of public finances.
- Ability to learn and correctly apply department policies and procedures.
- Ability to read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements.
- Ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations.
- Ability to select and supervise employees.
- Ability to speak and write effectively.
- Ability to establish and maintain effective relationships with other administrators, civic groups, the press and the general public.
- Must undergo a pre-employment background investigation with satisfactory outcome.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be bondable.
- Shall reside within the city limits within six months of appointment..

WORKING CONDITIONS:

- Works in an office environment.
- Attendance required at city council meetings after regular working hours.

ESSENTIAL PHYSICAL ABILITIES:

- Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work is generally performed in an inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. The noise level in the work environment is usually moderate.



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City Council Goals

The City Council has agreed upon the following priorities:



Charles Theatre

- 1) Continued reduction of blighted properties.
- 2) Develop a plan for Main Street Bridge restoration.
- 3) Hire a grant writer..
- 4) Develop a long-term solution for Ambulance service.
- 5) Develop a Master Park Plan.

Critical projects in the planning or implementation phase are:

- Completion of City Hall renovation;
- Address Golf Course Club House needs;
- Oversee financial software transition;
- Hire a new city engineer to replace retiring engineer; and
- Undertake planning for community library HVAC needs.

Announcement/Advertisement

The City of Charles City, Iowa (population 7,396) seeks a dedicated city management professional with strong communication and interpersonal skills, demonstrated fiscal management abilities, and a commitment to transparent and collaborative leadership as its next City Administrator. Charles City is located in northeast Iowa, along the Cedar River. Charles City is a significant commercial and transportation area in the region, located along the U.S. Routes 18 and 218, and Iowa Highway 14 and served by the Canadian National and Canadian Pacific railroads. Charles City is approximately 150 miles northwest of the Des Moines Metropolitan area and 160 miles southeast of Minneapolis, MN. Starting annual salary for preferred qualifications \$135-145K and competitive benefits package. Preferred qualifications include a master's degree in a relevant field and 5-7 years of progressive public sector management experience. City of Charles City residency is required within six months of hire. Relocation allowance is negotiable.

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Requested materials include: a cover letter, resume, and five work-related references.

Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

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|---|----------------------------|
| 1. Application deadline..... | September 3, 2025 |
| 2. Notifications of semifinalists for the position..... | September 8, 2025 |
| 3. Virtual interviews of semifinalists | September 10, 2025
(PM) |
| 4. Candidates' tour and community meet and greet..... | September 26, 2025 |
| 5. Interviews of candidates..... | September 27, 2025 |
| 6. Offer of employment..... | September 29, 2025 |
| 7. City Council approval of employment contract | October 6, 2025 |
| 8. Proposed starting date of employment | November 2025 |

