



WAUKON, IOWA City Manager Position Profile



Apply by September 19, 2025
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WAUKON, IA CITY MANAGER POSITION PROFILE

The City of Waukon, Iowa seeks a dedicated city management professional with strong communication and interpersonal skills, planning and economic development abilities, significant management and supervisory experience, a commitment to transparent and collaborative leadership, and with a passion for community engagement, and strategic planning as its next City Manager.



The picture to the right is Waukon City Hall..

ABOUT US

Waukon is a vibrant hub in northeastern Iowa, with a scenic setting, modest cost of living, accomplished public schools, and a growing commercial base. It is a stable community of 3,827 residents, located in the Driftless Area, known for its beautiful limestone bluffs and rolling hills. Its scenic surroundings offer numerous outdoor recreation opportunities such as hiking in the Yellow River State Forest, water activities involving the Upper Iowa River, and visits to Effigy Mounds National Monument.

Waukon is the county seat for Allamakee County and home to the Veterans Memorial Hospital, a critical care facility. Waukon has a bustling main street and additional local attractions that include WW Homestead Dairy ("Cheese Curd Capital of Iowa"), agritourism spots like Peake Orchards, and the Allamakee County Historical Museum. It is served by the Allamakee Community School District. ACSD services grades Pre-K through 12, across four schools, all located in Waukon. The district covers most of Allamakee County and a small section of Winneshiek County and includes surrounding towns like Harpers Ferry and Waterville. ACSD outperforms state averages in graduation rates, post-secondary readiness, and subject proficiency. The community is also home to St. Patrick Catholic School, serving 3-year old pre-K through 5th grade.

Waukon is strategically located between State Highways 76 and 9. There is a 108-acre industrial park, with lots of various sizes and a few still available. It is located near a city-owned recreational park, with trails available to bike or hike during employee lunch hours as well as a newly constructed Aquatic Center.



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Waukon is approximately 60 miles southwest of LaCrosse, WI, 220 miles northeast of the Des Moines Metropolitan area and 180 miles southeast of Minneapolis, MN.

The community has been focused on economic development and growing its housing stock. Waukon was recently awarded the Iowa Thriving Communities designation, a program through the Iowa Economic Development Authority and the Iowa Finance Authority. Quality of life amenities include Waukon City Park, a 78-acre multi-use green space with walking and biking trails, a campground, disc golf course, playgrounds and shelters, a pond, and a family aquatic center. Allamakee County also has multiple county parks and natural spots that offer canoeing, camping, hiking, and picnicking.

Healthcare, education, manufacturing, and retail trade are the backbone of Waukon's employment base. The most significant single facility employers include the school district, hospital/clinics, and several local production facilities. Retail trade also provides significant employment opportunities.

THE COMMUNITY

Waukon offers an excellent setting for residents seeking a high quality of life. The City's downtown is historic and walkable, with dining, shops, events, and cultural venues. Its vibrancy is growing, with bustling downtown storefronts.



Waukon City Park is a family-friendly environment that offers multiple recreational opportunities.



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Health Care: Veterans Memorial Hospital is a 25-bed critical access hospital located in downtown Waukon. VMH also offers 24/7 emergency care, telecare, and home health care. It has a 5-star CMA rating for patient care transitions.

Public Safety: The Police Department has 6 sworn police officers, including the Police Chief, Assistant Police Chief, Police Officers, and an Administrative Assistant. The Waukon Pioneer Fire Department provides emergency response, fire prevention, and safety training, and public education. The Department has 35 active volunteers. Waukon is home to Ambulance service that provides 24-hour emergency services to Waukon, Allamakee County, and the surrounding area.

Airport: Waukon is served by a municipal airport available for private or charter flights. The area is served by multiple commercial airports including: LaCrosse Regional Airport (60 miles), Des Moines International Airport (220 miles), Rochester International Airport (95 miles), Eastern Iowa Airport, Dubuque Regional Airport (85 miles), and Minneapolis-Saint Paul International Airport (180 miles).

Churches: Waukon is home to 8 churches.

Education: The community is served by the Allamakee Community School District and St. Patrick Catholic School. To review programming, athletics, student life, and see the facilities, visit <https://allamakee.k12.ia.us/>.

Business Community: Waukon is home to a vibrant and active Chamber of Commerce, the Waukon Area Development Corporation, and the Allamakee County Economic Development and Tourism. A number of exciting events and opportunities draw visitors and customers year-round.

Additional information can be found at <https://www.waukon.org/> or <https://www.allamakeecounty.com>.

The picture to the right shows some highlights from the aquatic center.





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City Government & Organization

Waukon is a full government service community with 6 departments including City Hall/Administration, Public Safety, Library, Streets, Water/Wastewater, and Parks and Recreation. The Library Director reports directly to the Library Board, and the Police Chief reports to the Mayor, with all other department heads reporting to the City Manager.

The City enjoys a stable and committed workforce, with 29 total full-time and 22 permanent part-time employees. There are an additional 5 part-time employees and a varying number of seasonal employees, as well as the mayor, council, and volunteer firefighters. The Mayor chairs meetings of the Council, but does not vote. The City Council meets the first and third Monday's of the month at 5:30 p.m. in council chambers located at 101 Allamakee Street.

The city's current tax rate is \$15.50000 per \$1,000 valuation and has a FY25-26 overall budget of approximately \$8,448,890, including capital projects and excluding transfers. The city's finances are solid and stable.

The current City Manager is retiring after nearly 6 years of service to the community.





WAUKON, IA CITY MANAGER POSITION PROFILE

JOB DESCRIPTION

Job Title: City Manager	Reports to:: City Council & Mayor
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DUTIES AND RESPONSIBILITIES

- Carries out policies adopted by the elected officials.
- Oversee that City ordinances and city administrative rules are followed, and that ordinances and rules remain relevant, enforceable and up to date.
- Oversee all city departments and services. Recruits, hires, and supervises the workforce of the local government including key department heads. The hiring and termination of key employees must be approved by the council, but the city manager may suspend any employee for cause, or in the case of a key employee, the employee may be suspended until council approval is obtained.
- Prepares, in conjunction with the city council and finance director, the annual budget for the city.
- Works with the council, department heads, city boards and commissions, and Finance Director on both annual and long-term capital improvement plans and capital budgets to support the plans.
- Seek new funding sources through grant funding, shared services, volunteer services and new services.
- Oversee the Finance Director to ensure fiscal responsibility, fund accountability, compliance with all accepted accounting practices, and employee compliance with city administrative rules relating to financial matters involving city funds. The City Manager will have the authority to approve certain expenditures, especially those relating to urgent or emergency situations via protocols established by the mayor and council.
- Prepares council meeting material and assists the board and commission presiding with officers with necessary materials for their meetings. Seek full compliance by all elected, appointed or employed city officials, and staff to all open meetings rules and regulations.
- Develop long-range plans with guidance from elected officials and assist in the achievement of common goals and objectives. Facilitates the flow of ideas and information between and among elected officials, employees, and citizens.
- Do annual reviews for all key employees (department heads) not reviewed by city boards and commissions.



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- Establish record keeping systems for maintaining in a retrievable fashion all-important city document including employee reviews and grievances, financial documents, contracts, easements, meeting agendas and minutes.
- Engage with and belong to organizations that provide support for communities on the local, state and national levels and encourage staff, especially department heads, to participate in continuing education and programs dedicated to the services they provide.
- Utilize the services of the City Attorney, City Engineer, accounting firm, or other contracted service provider to assist with relevant matters.
- Work with citizens in resolving complaints, grievances, or other matters involving the city, Develop lines of communication with area, state and national governmental agencies.
- Work with citizens, the council and city staff to address quality of life issues such as environmental concerns, nuisances, security, and safety.
- The City Manager will participate in city bargaining contracts as a representative of the city with local unions and see to it that the terms and conditions of these negotiations are carried out.
- Work with the Waukon Economic Development Corporation, Waukon Chamber of Commerce, and other groups that strive to promote economic development, commerce and jobs in Waukon.
- Work with city staff to develop and utilize a risk management program for the city.

QUALIFICATIONS:

- Degree in Public Administration, City Management or a related field
- Preferably two years of experience in an executive position within city government.
- Familiarity or experience with the principles and methods of public administration,
- public finance, urban planning, municipal government, human relations, zoning
- principles, and economic development would be desirable.



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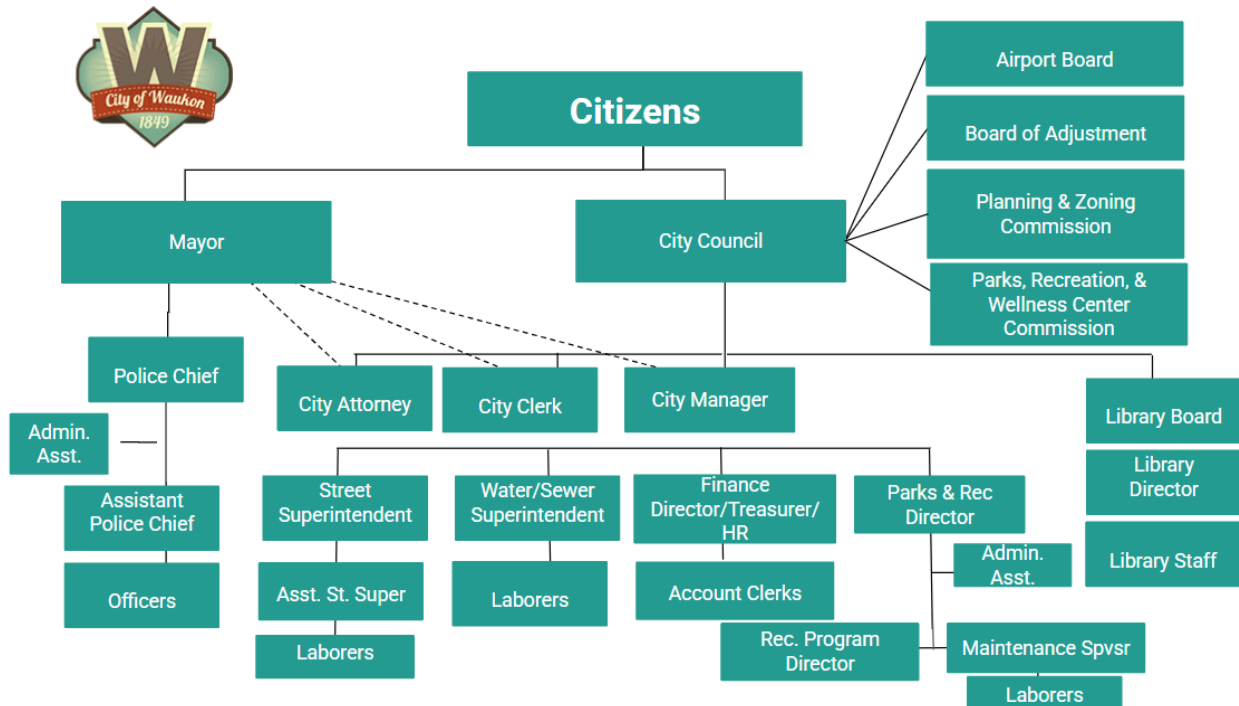


Upcoming Projects and Areas of Focus

The City is working on several projects, including:

- 1) Capital Improvement Plan.
- 2) Comprehensive Plan Update.
- 3) Employee Engagement and organizational development.
- 4) Housing Development.

Organizational Chart





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Announcement/Advertisement

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Starting annual salary for preferred qualifications \$95,000 to \$105,000 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 Waukon residency is required within six months of hire. Relocation allowance is negotiable.

Applications should be submitted to theiamanagementconsulting@gmail.com by 4:00 p.m. September 19, 2025. 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 19, 2025 |
| 2. Notifications of semifinalists for the position..... | September 22, 2025 |
| 3. Virtual interviews of semifinalists | September 25, 2025 (PM) |
| 4. Candidates' tour and community meet and greet..... | October 10, 2025 |
| 5. Interviews of candidates..... | October 11, 2025 |
| 6. Offer of employment..... | October 11, 2025 |
| 7. City Council approval of employment contract | October 20, 2025 |
| 8. Proposed starting date of employment | December 15, 2025 |