



**HINSON** CONSULTING, LLC  
LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

# ORANGE CITY, IOWA City Administrator Position Profile



**Apply by September 9, 2025**  
**[hinsonapplications@gmail.com](mailto:hinsonapplications@gmail.com)**

**Contact: Brent Hinson**  
**Hinson Consulting, LLC**  
**[hinsonconsultingllc@gmail.com](mailto:hinsonconsultingllc@gmail.com)**  
**641-373-2535**



**vibrant life**  
orange city



**CITY ADMINISTRATOR POSITION**  
**ORANGE CITY, IOWA**  
**Apply by September 9, 2025**

**About Us**

The county seat of growing and dynamic Sioux County in northwest Iowa, Orange City is a vibrant and industrious community of 6,547, which treasures its Dutch heritage and culture. Orange City's 2010 population was 6,004 and its 2020 population was 6,267. With a strong economy based around industry and agriculture, located strategically near the larger cities of Sioux Falls, South Dakota and Sioux City, Iowa, Sioux County is estimated to have grown to 36,500 residents. Orange City is home to Northwestern College, a highly regarded institution offering on-campus and online baccalaureate and master's degrees. The Tulip Festival draws more than 100,000 visitors to town each year.



**Tulips in Bloom for Annual Festival**

Orange City has achieved long-term success through strong private investment, strategic and well-coordinated public investment, and a strong community spirit. While other small communities across America have struggled to stay afloat, Orange City and Sioux County have prospered.

Orange City is served by both public and private school systems. Northwestern College is a private, 4-year Christian college with enrollment of 1,715 students. It boasts over 135 academic programs and has a 99.5% job placement rate for graduates.



**MOC-Floyd Valley Elementary School**





**CITY ADMINISTRATOR POSITION  
ORANGE CITY, IOWA  
Apply by September 9, 2025**

Additional information on the community is available at:

- City of Orange City: <https://orangecityiowa.com/>
- Chamber: <https://orangecityiowa.com/business/chamber/>
- Economic Development: <https://orangecityiowa.com/business/economic-development/>
- Orange City Tulip Festival: <https://www.octulipfestival.com/>
- MOC-Floyd Valley Schools: <https://mocfv.org/>
- Unity Christian High School: <https://www.unitychristian.net/>
- Orange City Christian School: <https://www.orangecitychristian.net/>
- Northwestern College: <https://www.nwciowa.edu/>
- Prairie Winds Event Center: <https://prairiewindseventcenter.com/>
- Orange City Area Health System: <https://www.ochealthsystem.org/>
- Sioux County Regional Airport: <https://flysxc.com/>

**City Government & Organization**

The City of Orange City has a Mayor-Council with appointed City Administrator form of local government. The Mayor is elected every two years and the five City Council members serve four year overlapping terms. All Council members are elected at-large. The Mayor does not vote, and the City Council appoints the City Administrator. The city council meets in regular session on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 4:30 p.m.

The current City Administrator is retiring after 6 years in the position and decades of service to the community. He plans to retire at the end of the calendar year, so the opportunity for an overlap period with the new Administrator is expected.

The City employs 39 full-time employees, including the position of City Administrator. The city's annual budget for Fiscal Year 2026 is \$14.7 million in governmental funds and \$94.5 million in proprietary funds, not including transfers between funds. The City



**Orange City Fire Station**



**CITY ADMINISTRATOR POSITION**  
**ORANGE CITY, IOWA**  
**Apply by September 9, 2025**

Administrator is responsible for day-to-day oversight and coordination of all departments, except health system.

A breakdown of budgeted FY26 city expenditures is as follows:

Public Safety- Police & Fire .....	\$3,025,782
Public Works- Streets, Lighting, Snow Removal & Garbage.....	\$1,529,046
Culture & Recreation- Library, Parks & Rec, Comm Center .....	\$2,761,278
Community & Economic Development.....	\$430,642
General Government.....	\$981,405
Debt Service.....	\$1,972,211
Capital Projects.....	\$3,994,100
Proprietary- Water.....	\$1,809,047
Proprietary- Sewer.....	\$1,367,223
Proprietary- Electric.....	\$8,402,427
Proprietary- Gas .....	\$2,889,583
Proprietary- Hospital.....	\$80,000,000
<b>Total</b>	<b>\$109,162,744</b>

The major sources of city revenues include the following:

Property Taxes.....	\$4,781,273
Tax Increment Financing.....	\$130,000
Other Taxes- Local Option Sales, Hotel/Motel.....	\$1,167,000
Road Use Taxes.....	\$850,000
Water Utility User Fees .....	\$2,085,000
Sewer Utility User Fees .....	\$1,572,100
Electric Utility User Fees .....	\$8,747,120
Gas Utility User Fees .....	\$3,176,000
Hospital Fees .....	\$81,000,000
Grants & Reimbursements .....	\$540,121
Other Fees & Charges for Service .....	\$1,708,550
Proceeds of Debt .....	\$4,767,274
<b>Total</b>	<b>\$110,524,438</b>

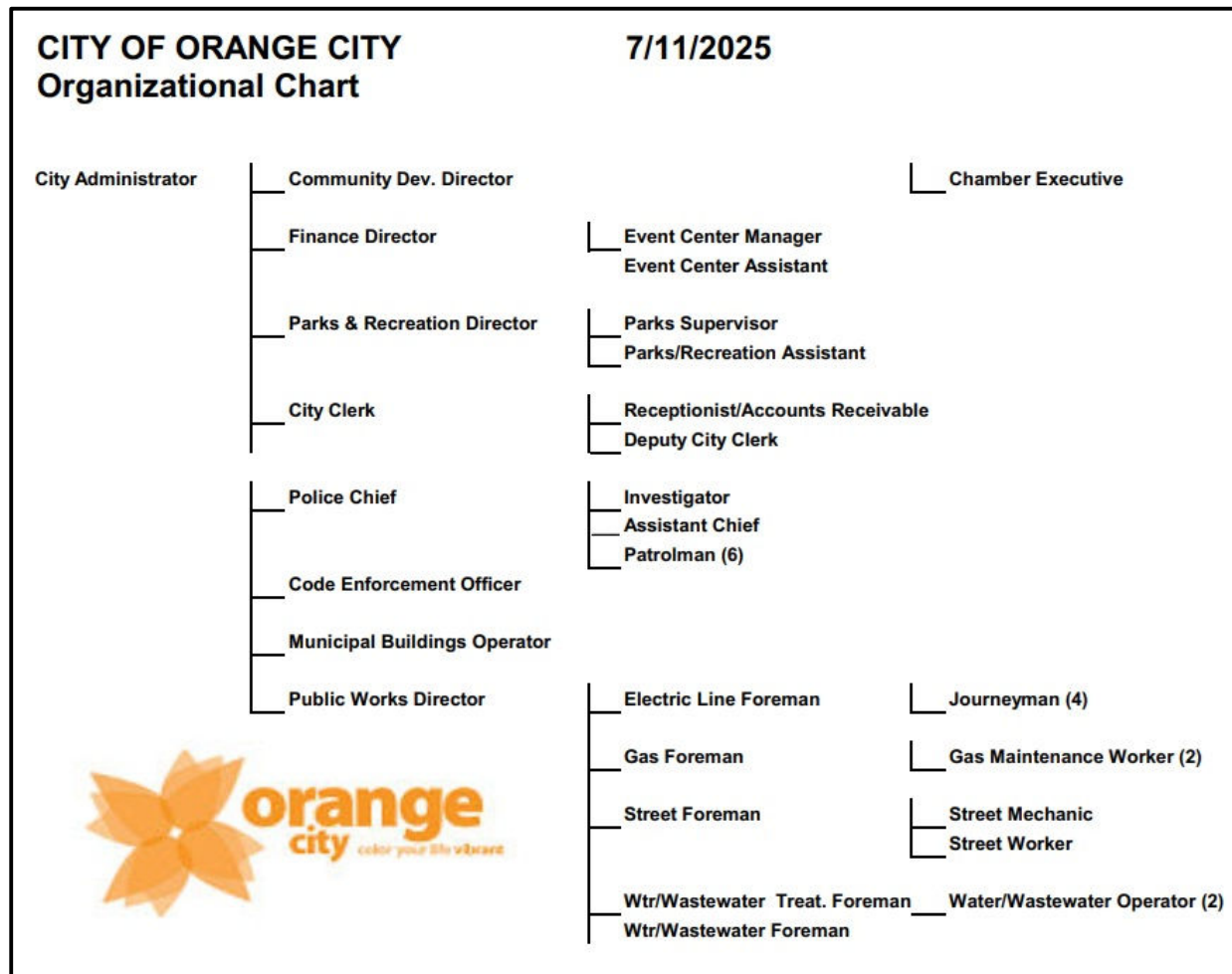
These numbers include the municipal hospital and municipal golf course, which are discretely presented component units governed by separate boards. Other boards and commissions include: Planning & Zoning Commission, Zoning Board of Appeals, Parks & Recreation Advisory Board, and Library Board. The City's current tax rate is \$14.465 per \$1,000 valuation. Total fund balances estimated for 6/30/25 are \$63.1 million. The City currently has \$10.8 million in general obligation debt and \$18.3 million in revenue debt.

Orange City's city departments include: Police, Fire, Public Works/Utilities, Community Development, Parks & Recreation, City Clerk, Finance, Municipal Buildings Operations, Code Enforcement, and Library. In addition to the typical utilities (water and wastewater)



**CITY ADMINISTRATOR POSITION  
ORANGE CITY, IOWA  
Apply by September 9, 2025**

maintained by most cities, Orange City is fortunate to own and operate electric and natural gas utilities. All electric distribution infrastructure is buried, greatly increasing reliability.



### **City Strategic Initiatives**

The City's most recent review of current initiatives included the following among many key priorities:

- Commercial Centrum (commercial park), continued development
- Promotion of various residential development initiatives- single-family, multi-family, etc. Redevelopment of former MOC-Floyd Valley Elementary site
- Redevelopment of former airport property
- Fire ladder truck replacement
- Water tower replacement
- West electric substation improvements
- Highway 10 development & enhancement



**CITY ADMINISTRATOR POSITION**  
**ORANGE CITY, IOWA**  
**Apply by September 9, 2025**

### **Duties and Responsibilities of the Position of City Administrator**

**JOB TITLE:**  
City Administrator

**REPORTS TO:**  
Mayor and City Council

**PRIMARY PURPOSE:**

To administrate and direct the affairs of City government for the City of Orange City. Provide vision and leadership necessary for fair, efficient delivery of services to the community. The City Administrator is directly responsible to the Mayor and the City Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the Council shall be brought before that body by the Administrator, and all City Council involvement in administration initiated by the City Council shall be coordinated through the City Administrator.



**Kids' Flag Football in OC**

**REPORTING RELATIONSHIPS:**

This position reports to the Mayor and City Council. Reporting to this position are the Public Works Director, Finance Officer, Parks and Recreation Director, Code Enforcement Officer, City Clerk, Community Development Director, Chief of Police and Fire Department. In the absence of the City Administrator, these positions report to the Community Development Director, and in his/her absence the Public Works Director.

**MAIN RESPONSIBILITIES:**

1. Serve as the Chief Administrative officer and Treasurer for the City fulfilling all of the statutory duties of this office.
2. Manage the financial and operational success of the City and each department within the budget set by the City Council.
3. Prepare reports as required and present them, both verbally and written, in a well-organized, well-communicated manner.
4. Meet weekly with direct reports to review City operations and projects and provide necessary feedback and direction.





**CITY ADMINISTRATOR POSITION**  
**ORANGE CITY, IOWA**  
**Apply by September 9, 2025**

5. Oversee and collaborate with the Community Development Director's efforts to endorse and actively pursue community development/economic development projects that are a benefit to the community.
6. Anticipate, advance plan, and prioritize community facility improvements and related City infrastructure needed to meet community growth requirements and make a determination as to the economic feasibility of making short-term, long-term, or staged improvements.
7. Prepare information, develop proposals, and provide recommendations for consideration by the City Council in its long-range planning and development efforts on behalf of the City of Orange City.
8. Act as a liaison, a respected advocate and public relations proponent for the City and its utilities with the general public, key organizations, and the media.
9. In coordination with the City Clerk, organize the City Council agendas and other City-related meetings and functions for the convenience and maximized participation by the Mayor and City Council.
10. Meet bi-monthly with City employees to review Council action, update employees on City projects, and maintain open communication with staff.
11. Cultivate positive and productive working relationships with County, State, and Federal governmental bodies, and with local public and private education systems.
12. Serve as hiring/personnel administrator for the City and prepare annual wage and benefit recommendations to the City Council. This includes determining and recommending the appropriate number of trained City staff members needed to provide quality services to the citizens with available financial resources.
13. Complete yearly evaluations for each direct report and ensure that annual evaluations are completed for each full-time employee of the City.
14. Work with the Mayor, City Council Personnel Committee, and the City Clerk in labor/benefit negotiations with the Collective Bargaining Unit and their representatives.
15. Be a balanced advocate for employees, while maintaining



**Arts on Central Event**



**CITY ADMINISTRATOR POSITION**  
**ORANGE CITY, IOWA**  
**Apply by September 9, 2025**

directions and policies provided by the Mayor and City Council that represent the interests of the citizens.

16. Authority to recommend employment, reclassifications, or discharge of all employees of the City subject to the provisions of the Soldier's Preference Law (Iowa Code, Chapter 70) and the Civil Service Law (Iowa Code, Chapter 365) except the City Clerk, Chief of Police, and Fire Chief, all subject to the approval of the City Council.

17. Serve as the primary representative for various City boards and commissions and provide progressive, tactful leadership. This includes Sioux County Regional Airport, Orange City Municipal Hospital, Orange City Development Corporation, and Landsmeer Golf.

18. Seek adequate technical knowledge of City operations so that leadership, direction, and decisions and recommendations are properly guided by technical considerations.

19. Serve as the primary spokesperson for the City of Orange City in normal and emergency situations.

20. Oversee and collaborate with the work of the City Clerk and Code Enforcement Officer to enforce all municipal codes and update codes for approval by the City Council.

21. Manage and coordinate contracts, rental agreements, negotiations, and utilization of consultants and vendors.

22. Any and all other duties as assigned from time to time by the Mayor and City Council.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Enthusiastic and effective public relations and leadership



**Commercieel Centrum Sign**

abilities and personnel management skills based on results-oriented record of employment service. Strong organizational and planning skills.

Excellent verbal and written communication skills. Demonstrated ability to deal tactfully with individuals in stressful situations.

Good working knowledge of inter-governmental relations and government accounting systems.





**CITY ADMINISTRATOR POSITION  
ORANGE CITY, IOWA  
Apply by September 9, 2025**

Ethics in leadership, making value-based decisions within the construct of local laws, codes, and regulations.

Ability to use technology in an appropriate and effective manner.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

Required Physical Activities: sitting, standing, walking, climbing, reaching, squatting, typing, talking, hearing, repetitive motions.

Physical Characteristics of the Job: Light work requiring the exertion of up to twenty (20) pounds of force occasionally and/or ten (10) pounds of force frequently.

Environmental Characteristics: The work is performed primarily in an office environment. The work may expose the employee to visual strain, unpleasant social situations and significant work pace pressures.

Visual Requirements: Vision correctable to 20/40 is required.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions as defined by the Americans with Disabilities Act. This will be evaluated and handled on a case-by-case basis.

**EDUCATION, TRAINING, AND EXPERIENCE:**

Required Education: Bachelor's Degree in Public Administration or a related field

Preferred Education: Master's Degree in Public Administration or a related field

Preferred Experience: At least four years of experience in a municipal government setting, and seven years of successful municipal government service. Prefer evidence of previously successful management-level experience. Prefer working knowledge of municipal utilities operations.

Job Requirements: Valid Iowa driver's license. Occasional long hours and flexibility in work schedule including evening meetings. Occasional travel is required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

---

**Announcement/Advertisement**

City Administrator, Orange City, Iowa. Orange City (population 6,547), a premier county-seat community in growing northwest Iowa, is seeking a visionary and energetic leader for the position of City Administrator. Current CA is retiring after 6 years in the position. Starting annual salary for preferred qualifications \$130-145K. Preferred qualifications include a master's degree in a relevant field and seven years of progressive public sector management experience. The position directly oversees all municipal departments and is



**CITY ADMINISTRATOR POSITION  
ORANGE CITY, IOWA  
Apply by September 9, 2025**

responsible for planning & zoning, budgeting, public/community relations, regulatory compliance and project management. Orange City residency is required within six months of hire. Relocation & transitional housing allowances are negotiable.

Applications should be submitted to [hinsonapplications@gmail.com](mailto:hinsonapplications@gmail.com). Application materials requested include: a cover letter, resume, salary history, and five work-related references. Apply by September 9, 2025 at 4 PM. 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 October 11. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- |  |                      |
|--|----------------------|
| 1. Application deadline.....   | September 9          |
| 2. Notification of semifinalists for the position.....   | September 15         |
| 3. Zoom interviews of semifinalists .....  | September 22 (PM)    |
| 4. Candidates' day to tour the community and meet City employees, Mayor and Council members..... | Thursday, October 2  |
| 5. Interviews of candidates.....   | Friday, October 3    |
| 6. Offer of employment.....  | October 3            |
| 7. City Council approval of employment contract .....  | As soon as October 6 |
| 8. Proposed starting date of employment, if mutually agreeable.....                              | By December 1        |

