

1209 6th Street
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JOB ANNOUNCEMENT

October 14, 2025

Position: Assistant City Administrator/Finance Director

Department: Administration

Salary Range: \$89,024 - \$118,705

Job Summary:

Under general supervision of the City Administrator, the Assistant City Administrator/Finance Director serves in a multifaceted role, supports the City Administrator in daily operations, assisting with policy development, strategic planning, and management of City resources. The position acts as the City's Finance Director, managing all financial operations of the City. Supervises office staff, including training and evaluation of subordinates. In the absence of the City Administrator, fulfills the duties of chief administrative official

Job Duties and Requirements:

- Responsible for the preparation and submittal of the City's State required reporting, including but not limited to budget preparation, annual financial reports and certifications.
- Plans, organizes and supervises operations of the Finance Department, including disbursement and accounting of municipal funds, payroll, utility billing and preparation of monthly, quarterly and annual reports; supervises staff assisting with these duties.
- Provides financial analysis and reporting and manages the City's investments.
- Ensures compliance with local, state and federal regulations.
- Assists with development agreements, and administers TIF and Urban Revitalization.
- Assists with policy development, strategic planning, union negotiations, and employee benefit packages.
- Preferred Education and/or Experience – Five to Six years in related field. Two-year's experience working with Tax Increment Financing
- Certified Finance Officer or City Clerk through IMFOA, IIMC, or GFOA or experience as a City Administrator/Manager and member of IaCMA/IMMI.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to exercise independent judgement and to use resourcefulness in solving problems.
- Ability to establish and maintain effective working relationships with the City Administrator, co-workers, elected officials, the press, and the general public.

The City offers a generous benefit package, including vacation, sick leave, 11 holidays, IPERS, group health/dental/vision, life insurance and Long Term Disability and flexible benefits.

Application and job description available at www.cityofnevadaiaowa.org . Please apply online through the City's website above. Printed paper application and resume may also be sent to City of Nevada, Personnel, 1209 6th St., PO Box 530, Nevada, IA 50201-0530, or by email: kwright@cityofnevadaiaowa.org Deadline: Open Until Filled. First Review of Applications: November 7, 2025. Pre-employment physical, drug screen, and background investigation will be conducted. EOE/AA.

Any questions may be directed to: Jordan Cook at jcook@cityofnevadaiaowa.org or Kerin Wright at kwright@cityofnevadaiaowa.org