



City of Ankeny Iowa Assistant City Manager

SALARY	\$147,098.00 - \$197,396.00 Annually	LOCATION	410 W 1st St, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00679
DEPARTMENT	City Manager's Office	OPENING DATE	01/12/2026
CLOSING DATE	2/8/2026 11:59 PM Central		

Function

Performs under general administrative direction; to assist the City Manager in daily operation of the City by performing highly responsible and complex management and administrative duties; directly supervises assigned program areas (major functional areas supervised are determined based on the incumbent's expertise and organizational needs). Responsible for policy formulation and implementation. Serves as Acting City Manager as required.

The salary range is \$147,098 - \$197,396 plus an excellent benefit package that includes a \$15,000 annual deferred compensation contribution and \$400 monthly vehicle allowance. The hiring salary will be dependent on the candidate's qualifications.

Post offer background check and drug screen required.

Learn more about the position: [Assistant City Manager Recruitment brochure](#)

Deadline to apply is Sunday, February 8, 2026. Please apply online at www.AnkenyIowa.gov/jobs and include a cover letter and resume.

Principal Duties and Responsibilities

- Provides support to the City manager by serving as a liaison on major projects, manages oversight of departments or divisions as assigned; supervises and directs staff; expedites resolution of matters as directed; and provides special research and support.
- Represents the City and City manager to staff, elected officials, outside agencies and/or the public; creates, presents, and explains City programs, policies, and activities; negotiates and resolves sensitive, significant, and/or controversial issues.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors workload administrative and support systems and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Participates in and contributes to the development and administration of the annual City budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; and directs and approves expenditures.
- Oversees development and coordination of Capital Improvement Program (CIP) and serves on CIP team.
- Prepares and/or reviews complex reports and studies; makes recommendations to the City Manager and City Council on a wide variety of administrative or management policies; and/or responds to inquiries and requests for information.

- Attends meetings of the City Council and other meetings as directed by the City Manager.
- Assists with preparation of the City Council agenda.
- Assists management team in ensuring implementation of the City's strategic plan and the City's priorities.
- Manages public facility construction projects.
- Oversees and coordinates organizational studies and evaluations;
- Confers with department directs and staff, to review, plan, and discuss policies, programs short and long-term strategies and/or other issues of concern.
- Makes recommendations to City Manager on organizational/operational policies and procedures to ensure effectiveness of programs and operations.
- Performs other duties as required by the City Manager.

Entry Requirements and Skills

Graduation from an accredited college or university with a Bachelor's degree and at least seven (7) years of responsible municipal government experience, including considerable personnel and department or general management experience. A Master's degree is highly desirable but may be substituted with considerable additional experience at the department director or higher level.

Knowledge of the Principles and methods of public administration. Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finance; ability to analyze administrative problems and present recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.

REQUIRED SPECIAL QUALIFICATIONS:

Shall be able to obtain a valid motor vehicle operator's license issued by the State of Iowa.

- Works primarily in an office environment with periodic work in the field.
- May be required to attend various meetings after regular working hours.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>