



**The City of Mitchellville Iowa invites applications for the position of:
City Administrator**

Salary Range: \$80,000 - \$88,000

Open Date: May 8, 2026

Close Date: May 17, 2026

Information

The City of Mitchellville is accepting applications for City Administrator

Candidates must complete a City of Mitchellville application, provide a resume, & cover letter.

Principle Duties and Responsibilities

The primary function of the City Administrator is to advise and direct the Mayor and Council on current concerns and future needs of the city; make recommendations and offer alternative solutions; responsible for supervision and actions of city employees; coordinates the implementation of the Mayor and Council directives and policies; evaluates community needs and wants; and provides qualified and quality direction and guidance for the community as a whole.

Qualifications

Bachelor's degree in accounting, finance, public administration, business administration, or a related field (Master's Degree Preferred) and have five (5) years of related experience in municipal government or have an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the work is preferred.

How to apply

All applicants should submit their resume, cover letter, and completed City of Mitchellville General Application for Employment to: 204 Center Ave N. Mitchellville, IA 50169 or by email to Clerk@mitchellville.org. Applications can be obtained on the city website <https://www.mitchellville.org> under sections "I want to" and "Apply", in person, or by email. Inquiries can be directed to Jacobe Parks at Mitchellville City Hall at 515- 967-2935.

City Administrator Hiring Attributes: The ideal candidate will possess the following qualities:

- **Economic Development:** Demonstrate economic development capabilities with innovative strategies.
- **Leadership:** Demonstrate the ability to inspire and lead teams toward common goals, fostering a culture of collaboration and excellence.
- **Communication and Grant Writing Skills:** Excellent communication skills, both written and verbal, with the ability to effectively convey ideas.
- **Project Management:** Strong project management, particularly large-scale capital projects.
- **Capital Planning:** Proven experience in strategic planning with a focus on sustainable growth and development.
- **Experience in TIF and Urban Renewal Projects:** Familiarity with Tax Increment Financing (TIF) and urban renewal projects, including planning, implementation, and regulatory compliance.
- **Community Engagement:** Ability to engage and build relationships with diverse stakeholders, including community organization, service groups, and residents.
- **Strong Financial Management Skills:** Ability to develop and oversee budgets, analyze financial data, and make sound fiscal decisions.
- **Intergovernmental Relations:** Ability to negotiate annexation agreements as well as other agreements necessary for intergovernmental cooperation and collaboration

City Administrator General Duties

- Administers the day-to-day operations of the municipal government and all municipal operations.
- Prepare and submit the following reports to the proper state agencies
 - Annual Budget
 - Budget Amendments
 - Road Use Tax Report
 - Annual Debt Report
 - Unclaimed Property Report
 - Annual Finance Report
 - Urban Renewal Report
 - TIF Certification Report
 - GASB 77
- Make recommendations and provide leadership for future planning, including capital improvements, financing, equipment purchases, staff changes, economic development and operational needs.
- Oversee all capital improvement projects, and the construction, improvement, repairs of all city property.
- Administer all ordinances, resolutions, City Comprehensive Plan, City Capital Improvement Plan, Council policies, directives and procedures.

- Supervise all administrative policies and procedures, including purchasing, accounting, city advisors and consultants.
- Analyze budget performance by departments and funds.
- Prepare financial reports for Council and for Department Heads.
- Serve as Chief Financial Officer for the City, monitor all city funds.
 - Checking Accounts
 - Money Markets
 - Investments
 - CDs
 - Fiduciary Funds
- Appoint or employ all employees to fill authorized positions except for the City Clerk, Library, Police and Fire Department personnel. Department head appointments subject to Council approval. Suspend without pay or discharge summarily, any employee which the City Administrator has the power to employ.
- Perform all aspects of human resources: monitor leave liabilities and work comp claims, coordinate benefits, communicate with benefits vendors and third-party administrators.
- Advise Mayor and Council on current problems and future needs of the city and recommend alternative solutions and directions for meeting those needs.
- Cooperate with, assist, and advise administrative agencies, City Boards and Commissions and act as the Council's liaison to such entities.
- Represent the city on county boards
- Attend training seminars
- Serve as Zoning Administrator for the City.

As Zoning Administrator

- Prepare monthly agendas and supporting data.
 - Attend all Zoning Commission and Board of Adjustment meetings and record meeting minutes.
 - Receive, review and present plat of surveys, zoning requests, and annexation applications.
 - Receive and process variance requests with Board of Adjustments.
- Prepare for and participate in the following annual audits: City general audit of all funds and financial transactions, Workers Compensation audit, IPERS payroll audit, and ICAP safety audit.
 - Plan, develop, prepare and submit, with the approval of the Council, applications for grants, loans and other sources of funding.

SPECIFIC DUTIES

- Process payroll for all city employees- biweekly, monthly, quarterly and annually
 - Compute and file state and federal withholdings
 - Compute and file IPERS
 - Compute and file unemployment tax
 - Process garnishments
 - Prepare and print payroll checks
 - File payroll ACH
 - Year-end payroll duties
- Onboard new hires
- Process employee insurance and other benefits: enrollments, changes, renewals, and cancellations
- Prepare agendas for all meetings of the Council, together with supporting data
- Attend all Council meetings.
- Draft, prepare, vet resolutions and ordinances.
- Create and present power point presentation for Council, Zoning, and Board of Adjustment meetings.
- Process all ACH deposits.
- Reconcile bank depository monthly statements.
- Compute, file and pay monthly state sales tax and state water excise tax.
- Process all applications for cigarette, tobacco, and alcohol permits and licenses.
- Compute and process claim for fuel tax refunds.
- Review applications for tax abatements, process for approval and file with the County.

Post offer employment physical, drug screening, and background check required. Valid drivers license. Relocating requirements may be requested prior to acceptance.

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class are expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Iowa Code Chapter 35C – Veterans Preference in Public Employment:

The City provides preference for qualified veterans and eligible spouses in accordance with Iowa law. Applicants claiming veterans' preference must provide required documentation at the time of application as specified by Iowa Code Chapter 35C.