



City of Clinton, Iowa

City Administrator

The City of Clinton, Iowa (population 24,469), is seeking an experienced, collaborative, and forward-thinking professional to serve as its next City Administrator. Located along the Mississippi River in eastern Iowa, Clinton is a historic community with deep industrial roots, a growing focus on redevelopment, and a strong commitment to quality of life. This is an excellent opportunity to lead a full-service municipal organization that values fiscal responsibility, transparent governance, and strong public services. Operating under a Council-Administrator form of government, the City Administrator works closely with the Mayor and City Council to implement policy, manage daily operations, and guide the City's long-term strategic goals.

Position Summary

Under the policy direction of the City Council, the City Administrator serves as the chief administrative officer and is responsible for the professional management and oversight of all municipal operations, ensuring the effective and efficient implementation of Council policies, priorities, and ordinances. The Administrator provides objective, strategic advice to the Mayor and Council on policy, budgeting, and long-range planning, while exercising independent administrative judgment in directing departmental operations, personnel, and major public initiatives, including economic development and redevelopment activities. This position requires strong expertise in municipal governance, public finance, and organizational leadership, including experience with Tax Increment Financing (TIF), and demands a disciplined approach to fiscal management, accountability, and performance. The Administrator is expected to maintain clear, transparent communication with elected officials, staff, and the public, while fostering effective intergovernmental relationships and ensuring consistent, professional execution of the City's policies and operational responsibilities.

Essential Duties and Responsibilities

- Direct and oversee the daily operations of all City departments.
- Serve as the chief advisor to the Mayor and City Council, providing professional recommendations on policy, operations, and long-range planning
- Prepare and administer the annual operating and capital budgets totaling \$40 million; ensure sound financial management and long-term fiscal sustainability
- Implement City Council policies and ordinances efficiently and transparently
- Foster collaborative relationships with elected officials, City staff, residents, labor groups, neighboring jurisdictions, and regional partners
- Work collaboratively with GROW Clinton and other economic development partners to support economic development, redevelopment, and community revitalization initiatives consistent with City Council priorities.
- Represent the City in intergovernmental, regional, and community meetings
- Promote a positive organizational culture focused on accountability, performance, and customer service
- Ensure compliance with applicable laws and City policies; coordinate with legal counsel on contracts, labor, claims, litigation, and risk management matters.



Minimum Qualifications

- Bachelor's degree in public administration, business administration, political science, or a closely related field
- Minimum of five (5) years of senior-level management experience in municipal or public sector administration
- Demonstrated experience in:
 - Municipal budgeting and financial oversight
 - Personnel management and labor relations
 - Working directly with an elected governing body
- The appointing authority may waive certain professional related work experience

Preferred Qualifications

- Master's degree in public administration or related field
- Experience as a City Administrator, Assistant Administrator, or similar executive municipal role
- Demonstrated expertise in:
 - Tax Increment Financing (TIF) and economic development strategy
 - Community redevelopment and capital project delivery
 - Municipal financing, including bonding and debt management
- Experience in a community of comparable size or complexity

The ideal candidate will demonstrate:

- Strong understanding of Iowa municipal governance and council-administrator relationships
- Ability to balance policy direction vs. operational independence
- Proven track record of fiscal discipline and strategic budget management
- Skilled in intergovernmental collaboration and regional partnerships
- Commitment to transparent communication and community engagement

Compensation and Benefits

The City of Clinton offers a competitive salary commensurate with qualifications and experience, along with an excellent benefits package that includes health insurance, retirement benefits, paid leave, and professional development opportunities.

Salary negotiable DOQ. Generous benefit package including: paid vacation, sick leave, holidays, Iowa Public Employees Retirement System (IPERS) contributions, and group health/dental/life insurance. Ability to purchase through payroll deduct vision insurance, long-term disability insurance, and flexible health/dependent care spending plan contributions.

Residency:

At the time of appointment, the appointee need not be a resident of the City or State. The successful candidate will be expected to establish residency within the City of Clinton within a timeframe approved by the City Council and maintain residency during tenure of office.



Application Process

Interested candidates should submit a cover letter and resume to:

City of Clinton

Attn: Mayor and City Council

611 South 3rd Street

PO Box 2958

Clinton, IA 52733-2958

Or email your cover letter and resume to HR@cityofclintoniowa.gov.

Applications will be accepted until **August 17, 2026**. This position will be open until filled, but materials received by August 17, 2026, will receive full consideration. The City reserves the right to continue the recruitment process as needed. Professional references will be requested from those selected to advance in the recruitment process.

Applicants requiring ADA accommodations during the application or interview process should reach out to HR at HR@cityofclintoniowa.gov.

The City of Clinton is an Equal Opportunity Employer (EOE) and considers applicants for any posted position without regard to race, color, creed, religion, sex, gender identity, national origin, age, disability, marital status, pregnancy, veteran status, genetic information, or any other legally protected status.