

HELP WANTED

City Administrator – City of Pocahontas

The City of Pocahontas (population approx. 1,800) is accepting applications for a full-time City Administrator.

The City Administrator serves as the City's chief administrative officer, overseeing day-to-day municipal operations, managing contracts and capital improvements, and preparing and administering the annual budget. Strong leadership, financial, and organizational skills are highly desired.

This appointed position serves the City Council and community and is responsible for supervising City staff and departments, coordinating with municipal boards and commissions, acting as the Zoning Administrator, and ensuring compliance with applicable municipal, state, and federal requirements.

Schedule: Generally 40 hours per week, Mon–Fri. Evening meetings required bi-monthly at minimum. Hours may vary and additional time may be required to meet operational needs, deadlines, and time-sensitive City matters.

Qualifications: Four-year degree in public administration, business, or a related field, with 4–7 years of progressive experience (or an equivalent combination of education and experience). Strong knowledge of municipal government, budgeting, accounting, and Iowa laws governing local government preferred.

Compensation & Benefits: Salary dependent upon qualifications and experience. Full benefits package including IPERS, health, vision, and optional dental.

For full job description or to apply:

Call City Hall at (712) 335-4841, stop by at 23 W. Elm Ave. or email nharrison@cityofpokyia.org.

Employment is contingent upon successful completion of a background check and drug screening.

Position will remain open until filled with a qualified candidate.