

city of Emmetsburg, iowa
City Administrator Position Profile

The Community

The City of Emmetsburg, located in Northwest Iowa, is a progressive, county-seat community with a stable population of approximately 4,000. Although Emmetsburg is home to numerous quality of life amenities, her crown jewel is beautiful Five Island Lake – a 1,000-acre natural lake from which the City and State of Iowa have, over the past 25 years, removed 7 million cubic yards of silt. The community’s commitment to restoring Five Island Lake has led to the development of three separate lakeshore housing subdivisions, the attraction of Wild Rose Casino & Resort to Emmetsburg, the demand for development of a new 51-site campground and the construction of The Shores at Five Island Community Center (<http://theshoresat5island.com>).

Emmetsburg is also home to Iowa Lakes Community College’s south campus. In 1997, the City of Emmetsburg partnered with ILCC and constructed the Arthur & Audrey Smith Wellness Center which features a multi-purpose gymnasium, an indoor swimming pool, a racquetball court, weight training and cardiovascular room, and the combination City/ College libraries.

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Emmetsburg has a growing industrial base and is home to Ag Processing's soybean processing plant, POET's Project Liberty and Project Voyager ethanol plants, Easy Energy ethanol processing, Aluma Manufacturing, Kerber Milling & Ag Property Solutions, and Montag Manufacturing.

Education & Health Care

Emmetsburg is home to high quality primary, secondary and post-secondary schools. Both Emmetsburg Community School District (www.e-hawks.org) and Emmetsburg Catholic School (www.emmetsburgcatholic.org) provide K through 8th Grade education, and Emmetsburg Community School District provides quality education to our high school students. One of Iowa Lakes Community College's (iowalakes.edu) two main campuses is located in the northwest part of Emmetsburg and provides a multitude of post-secondary education courses.

Palo Alto County Hospital and Family Practice Clinic (www.pachs.com) provide exceptional health care to the citizens of Emmetsburg, Palo Alto County and throughout the region.

The Organization

Emmetsburg's municipal government is made up of a mayor and six council members (two elected at-large and four representing individual wards). All terms are four years. A municipal utility board of trustees, made up of five members who are appointed by the mayor and ratified by the council, oversees the operations of the City's natural gas, water and wastewater utilities.

The City and Utilities employ 33 full-time employees who serve in the following departments: City Administration (4), Utilities (8), Police Department (7) Public Properties (8), Community Center (2) Golf Course (1), Library (3) and Economic Development (1).

The Position

Emmetsburg's city administrator is the chief appointed administrative officer of the City and directly supervises the city clerk, finance director and all other city and utility office staff, the director of public properties, the foremen of the City's three municipal utilities, police chief, economic development director, golf course superintendent, and community center director. The administrator also supervises indirectly all subordinate employees

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under the direction of the various department heads. The administrator's specific responsibilities include, but are not limited to:

- ☞ **Attend all meetings of the city council and city council committees, utility board of trustees, planning & zoning commission, airport commission, park board, recreation board, golf board, community center board, and other meetings as deemed necessary.**
- ☞ **Actively supervise city clerk, finance director, public properties director, utility foremen, city attorney, police chief, economic development director, community center director, golf course superintendent and all administrative office staff.**
- ☞ **Make recommendations to the city council and utility board of trustees on the hiring of all personnel.**
- ☞ **When necessary for the good of the City/Utilities and, with the approval of the council or board of trustees, remove any officer or employee of the City or Utilities.**
- ☞ **Oversee and supervise all public infrastructure improvements from planning through completion of construction and maintain copies of project drawings, specifications, contracts, etc.**
- ☞ **Keep the council and board of trustees advised of current and future financial and other conditions important to the city and utilities.**
- ☞ **With the assistance of the finance director and other department heads, prepare and submit the council and board of trustees the required annual budgets and financial reports.**
- ☞ **Manage the City's/Utilities' drug and alcohol testing programs and maintain accurate, confidential records as required by law.**
- ☞ **Supervise the City's interests in economic development activities.**
- ☞ **Control all public and personnel access to the city attorney, with the exception of the mayor, police chief and city clerk.**
- ☞ **Serve as official zoning administrator and have the power to enforce the provisions of the City's official zoning regulations.**

Background & Experience

Preferred candidates will have several years of experience in a responsible local government management position.

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The highly qualified candidate will possess:

- ☞ Knowledge of all statutes related to the powers of Iowa's local governments, including finance, infrastructure improvements, taxation, urban renewal and urban revitalization.**
- ☞ Knowledge of current technologies and an appreciation for the implementation and utilization of these technologies.**
- ☞ Experience and knowledge related to the operations of natural gas, water and wastewater utilities and statutes and regulations related thereto.**
- ☞ Experience preparing municipal budgets.**
- ☞ Experience in planning, zoning and subdivision laws and regulations.**
- ☞ Experience in municipal finance and a thorough understanding of the intricacies of financing capital projects.**
- ☞ Familiarity of economic development programs, both State and local.**
- ☞ Experience working with other governmental agencies including, but not limited to: Iowa Department of Natural Resources, Iowa Department of Transportation, Iowa Economic Development Authority, Iowa Department of Management, Iowa Department of Inspections & Appeals, etc.**
- ☞ Experience in grant writing, both to State & Federal agencies.**