



City Administrator

General Description:

Under the direction of the City Council and Mayor, the City Administrator is responsible for the efficient administration of all the affairs of the City of Hawarden. The City Administrator shall provide efficient coordination, communication and cooperation between city departments, boards, and commissions. The City Administrator shall promote fair, equitable personnel management and administration with the utmost integrity and character. They shall support and assist retail, industrial and other economic development while providing for the systematic and orderly flow of information to and from the City Council and staff.

Duties and Responsibilities:

Enforce all laws and ordinances of the city and ensure all contracts, and permits granted by the City are faithfully observed.

Direct and Supervise all Department Heads and employees in the efficient delivery of municipal services; establish and maintain an organizational structure to conduct efficient and effective City business.

Recommend to the City Council the adoption of ordinances and resolutions deemed necessary and appropriate for the best interest of the City.

Develop, plan and implement City goals and objectives while helping to cast the vision for the City into the future and direct the execution of the plan.

Draft and revise, as directed by the City Council, a proposed annual budget and salary plan for the city, including a review of the previous year's revenues and expenses and projection of the next years revenue and expenses.

Prepare and administer the City annual budget.

Supervise the construction, improvement, repair and maintenance of all City properties and equipment. Manage all capital improvement projects.

Supervise and evaluate the performance of all Department Heads annually.

Represent the City, as directed by the council, in all negotiations and relations with both internal and external publics of the city government.

Act as the liaison to boards, administrative agencies and commissions when necessary.

Compile and maintain current information regarding all funding sources of the City, including state, federal, and private grant and loan programs.

Faithfully represent the Council and City in all intergovernmental relations.

Act as the Council's liaison to Hawarden Regional Healthcare and the Hawarden Public Library. The City Administrator shall have no authority over or responsibility in regard to these two entities.

Other duties as assigned by the City Council or Mayor.

Minimum Qualifications

Five or more years of experience in City Government preferred, but not required. Knowledge of Municipal owned utilities preferred.

Experience in effectively managing people.

Ability to demonstrate progressive career history preferred, but not required.

Profile

The City of Hawarden is looking for an energetic and professional individual to partner with the City's officials; in the position of City Administrator. The City Administrator is responsible for the efficient administration of all the affairs of the City of Hawarden. This visionary individual is responsible for forecasting the direction of the city with the City Council to help grow and maintain Hawarden economy. Qualified individuals are preferred to possess five or more years of experience in City government, experience in effectively managing people, and the ability to demonstrate a progressive career track. Knowledge of municipal owned utilities preferred. Interested individuals can send a resume and cover letter to: *The Office of the Mayor, 1150 Central Ave, Hawarden, IA 51023*, or by emailing mayor@cityofhawarden.com. For more information visit www.cityofhawarden.com.