

**HOLSTEIN, IOWA
City Administrator
Position Profile**



Apply by July 31,2023

Councilman Jamison Voss, Personnel Committee

jamisonvoss7@gmail.com

About Us

The City of Holstein is offering an exceptional opportunity for leadership in a progressive and growing community located in northwest Iowa. The city is seeking an energetic and visionary leader for the position of city administrator. Additional desired attributes include a good understanding of city finances and ability to make sound decisions that are in the best interest of the Holstein community.

Holstein sits 40 miles east of Sioux City and is poised for growth due to its location at the junction of 4 lane US Hwy 20 and US Hwy 59. Holstein is home to national door manufacturer, VT Industries, who employs over 800 people.

City Government

The City of Holstein has a mayor led council with appointed city administrator form of local government. The mayor and five city council members serve four year overlapping terms. All council members are elected at-large. The mayor does not vote. The city council meets in regular session on the 1st Monday of the month at 5:30 PM.

The City employs seven full-time employees, including the position of City Administrator. The annual budget for Fiscal Year 2024 is 4.7 million.

City and Community Services

Holstein's City Departments include Fire and Ambulance Service, Public Works including sewer and water, Park and Recreation, Public Library, Taxi Service, and the local Cemetery.

Holstein has an active Chamber of Commerce, Kiwanis, Holstein Development Authority and recently formed Holstein Betterment Alliance focused on downtown development.

Housing and Commercial Development

In addition to the development of 39 single family lots by the City in recent years, an additional 20 acres was purchased in 2022 for future housing development. Travelers passing Holstein on four lane Hwy 20 have access to a full-service travel center/truck stop or an overnight stay is available at the Cobblestone Inn & Suites Hotel. The Hwy 20 Corridor has open lot space and is poised for additional development. A renewed focus on downtown

development has found success in recent Catalyst Grant awards and revitalization of store fronts and green spaces.



Churches

Holstein is home to five churches serving 5 different denominations, providing the opportunity for residents to find a church home to accommodate their beliefs and spiritual needs.

Health Care and Wellness:

Holstein has many health and wellness opportunities and options for residents. Holstein is home to two medical clinics, a dental office, chiropractic, physical therapy, and pharmacy services. Two Critical Access Hospitals are located within 20 miles of Holstein.

Holstein provides several options for senior living with long term care living provided by Good Samaritan Society and 2 additional facilities located on Hwy 20 offering Assisted Living and Senior Housing options. The city owned Lohff-Schumann Recreation Center provides 24 hr access to members to meet their fitness needs. Holstein is also home to a 9-hole golf course, walking trails and the recently opened new Holstein Aquatic Center.



The Holstein City Park is located in central Holstein and 2 blocks off Hwy 59. It offers large greenspace areas, tennis and basketball courts, modern children's playground equipment, restroom facilities and a shelter house for family gatherings.



Public Safety

Holstein is served by countywide law enforcement that provides sheriff and deputy coverage including EMS support and K-9 Units. The local volunteer Fire Dept. has 24 dedicated volunteers. The Fire and Ambulance Dept. are exceptionally equipped and supported by the community.



Education

Holstein is part of the Galva-Holstein School District and shares with the Schaller-Crestland Community School District for grades 7-12. Holstein is home to Ridgeview High School and the Galva Holstein Elementary grades K-3.

Three and four year old preschool is offered by the Galva Holstein School District and Wee Wisdom Preschool of St. Paul Lutheran Church.

Facilities are modern and updated and boast the 2021 addition of a new 1,600 seat gymnasium, auto mechanics and industrial arts facilities, and community daycare.



Arts and Culture

The newly renovated Holstein State Theatre shows the latest released films on a weekly basis. Art Social is an art studio located across from the public library and exhibits artist's works in an eclectic setting. The Holstein Community Theater is a local theater group presenting one to two productions per year showcasing local talent and hosting theater camp for children annually. The Rosemary Clausen Center for Performing Arts is located and accessed through Ridgeview High School. Since 2010, exceptional live entertainment has been brought to Holstein with an annual six concert series. This theatre is a state-of-the-art facility and shows are sold out every year to 404 season ticket holders. Check out rosemaryclausencenter.com to take a virtual tour of the talent Holstein has enjoyed since the opening of this beautiful facility.



Upcoming Projects and Priorities

New Wastewater Treatment Project
Development of Hwy 20 Corridor
Downtown Revitalization and Business Development
Housing and Workforce Development
Recreation Center and City Park Upgrades
Enhanced Nuisance Compliance and Enforcement
New Website Development

**CITY OF HOLSTEIN
ADMINISTRATOR POSITION DESCRIPTION
JULY 2023**

Duties and Responsibilities of the Position of City Administrator

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Exercises supervision over all municipal employees either directly or through subordinate supervision.

Position:

The City Administrator is appointed by and serves under the general direction of the Mayor and City Council. The position is responsible for the overall administrative direction and supervision of all City employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Essential Duties:

- **Work with City Council to draft and enforce ordinances and city policy.**
 - Draft, implement, coordinate, and administer the policies of the City Council.
 - Prepare agendas for all public meetings in collaboration with the mayor and attend all City Council meetings.

- Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
- Lead the City Council in goal-setting sessions and assist them in understanding and utilizing a Comprehensive Plan.
- Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
- **Managing the City Staff**
 - Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
 - Act as the Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
- **Oversee the financial and physical development of Holstein**
 - Oversee the financial management of City Hall and the annual budget.
 - Maintain a list of all funding sources available to the City.
 - Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.
 - Act as the City's main contact for capital project management. Ensure all preconstruction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.
 - Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
 - Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.
 - Assist businesses in the application and permitting process and service as an advocate for economic development in line with a

Comprehensive Plan, zoning ordinances, and goals established by the City Council.

- **Be the main contact and forward facing representation of the city**
 - Maintain strong working relationships with local law enforcement and other local government officials.
 - Act as the main contact for all entities conducting business with the City. Examples include: City Attorney, engineering firms, contractors, vendors, and other outside organizations.
 - Actively participate in county economic development organizations and other economic development activities.
 - Promote local businesses and actively participate in the Holstein Chamber of Commerce, Holstein Development Authority, and other local organizations. Maintain regular contact with local business owners.
 - Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.
 - Lead any City fundraising campaigns.
 - Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.

Knowledge, Skills, and Abilities:

The City Administrator should have extensive knowledge of management practices and policies.

- Knowledge expectations include principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedures of local government.
- The position requires excellent leadership and communication skills and the ability to communicate clearly both verbally and in writing.
- The position requires the ability to read and understand complex materials.
- Position requires knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.

- The position requires a public oriented, personable, and outgoing personality, capable of the establishment and maintenance of cooperative working relationships with employees, city council, and a wide variety of organizations and individuals.

Advertisement of Position

City Administrator/Holstein, Iowa. (Population 1501)

Progressive and growing community in northwest Iowa, located at junction of U.S. Highway 59 and 4 lane Highway 20, is seeking an energetic leader for the position of city administrator.

Salary range is \$65,000-\$75,000, depending upon qualifications, with a full range of benefits. The city administrator directly oversees the following municipal departments: city hall, wastewater, streets, parks and recreation, code enforcement, zoning, and finance, which includes seven full-time employees and an annual operating budget of 4.7 million.

Qualifications include four-year college degree in public or business administration or related field and 3 to 5 years of experience in a public sector management position, with emphasis on city finance, budget development, economic development, labor relations, strategic planning, and technology needs.

The city administrator should embrace and become an important part of the community with residency within the Holstein community preferred. An outgoing, personable individual who is public oriented and establishes cooperative relationships with staff, city council and a wide variety of organizations and individuals required.

Applications should be submitted to Councilman Jamison Voss, Personnel Committee @jamisonvoss7@gmail.com. Application materials requested include cover letter, resume, salary history, and three work related contacts for references. **Apply by Monday, July 31, 2023.** EOE.

Tentative Timetable for Search Process

It is the City of Holstein's intent to conclude the search process as expeditiously as possible with the goal of offering the position to a candidate by Sept. 11, 2023. Candidates are encouraged to note the following dates on their schedules:

1	Application Deadline	Mon.	July 31
2	Notification of Semifinalists for Position	Mon.	By Aug. 9
3	Tour Holstein, Meet City Employees, Mayor and Council Members	Fri.	Sept. 8
4	Interviews of Candidates	Sat.	Sept. 9
5	Offer of Employment	Mon.	Sept. 11
6	Council approval of employment contract	Mon.	Sept. 11
7	Proposed starting date of employment	Mon.	By Oct. 9

