

City of Pocahontas
City Administrator
The Community

The City of Pocahontas, Iowa is located in Northwest Iowa at the junction of Highways 3 & 4. With a population of 1,970, Pocahontas is the largest community in Pocahontas County and serves as the county seat. Quality schools, attractive housing, a healthy economic climate, and many area recreational opportunities in the area make Pocahontas an attractive place to live and work.

Major employers in Pocahontas include:

- BrandFX – manufacturer of fiberglass utility truck bodies
- Pocahontas Area Community School District – grades K-12 are located in Pocahontas. The school serves the communities of Pocahontas, Rolfe, Havelock, and Plover.
- Pocahontas County – county government
- Pocahontas Community Hospital – full service hospital
- Prairie Lakes Area Education Agency – provides services to 48 public and 14 private schools in NW Iowa.
- Armstrong Machine Company – remanufactures pumps and related equipment for the oil well drilling industry.

More information about Pocahontas can be found at www.pocahontasiowa.com.

Recreation/Entertainment

Elbert Park includes the municipal swimming pool with a 186 foot long water slide, diving well, and zero depth entry; tennis and basketball courts; playground area, full service campground, youth soccer and little league fields. The Pocahontas County Conservation Board maintains several parks throughout the county that feature camping and fishing among their activities. Numerous hunting and fishing areas are available within the area. Area lakes include Twin Lakes, Storm Lake, Five Island Lake, and the Okoboji Area. The Pocahontas Golf Club features a nine hole golf course with many other courses within a 1 hour drive of Pocahontas.

Other area entertainment includes the community owned Rialto Theater that shows current run movies and is used for other activities such as community chorus and the Princess City Players. League play for pool and bowling are also available in the community.

Education

Pocahontas Area Community (PAC) School district serves the communities of Pocahontas, Rolfe, Havelock, Plover, and the surrounding rural area. Grades K-12 are located in Pocahontas. A school based preschool is also available for children as young

as 3 years old. Graduates of PAC are eligible for scholarships from the Sinek and Elbert Trusts. These trusts contain nearly \$2 million with the interest used annually for scholarships. Pocahontas Catholic School serves grades K-5. More information about the school system with links to the schools' websites can be found at <http://www.pocahontasiowa.com/education.html>.

Health Care

Pocahontas Community Hospital provides comprehensive health care services. The hospital is owned by the City of Pocahontas and is independently governed by an elected Board of Trustees. The full-service hospital completed a \$5.5 million renovation and expansion of their facilities in 2006. Services include numerous outpatient clinics, laboratory, radiology, physical therapy, cardiac rehab, home health care, hospice, and emergency room. The community is served by four doctors, two dentists, two optometrists, and one chiropractor. Additional advanced medical services are nearby at Trinity Regional Hospital in Fort Dodge. More information is available at <http://www.pocahontashospital.org>.

The Organization

The City of Pocahontas was incorporated in 1870. The City operates under the Mayor-Council form of government with the City Administrator overseeing the day-to-day operations of the City. The Mayor is elected for a term of two years. City Council members are elected at-large to four year, overlapping terms. The City Administrator is appointed by the City Council.

Various Boards and Commissions advise the City Council including the Airport Commission, Library Board of Trustees, Planning and Zoning Commission, etc.

City Services

The Police Department consists of a Police Chief and two patrolmen. In addition the City contracts with the Pocahontas County Sheriff to provide additional law enforcement services. The Police Department is housed in City Hall. Dispatch services are provided by Pocahontas County. The Pocahontas Fire Department provides fire protection and services with a 23-member volunteer force. Ambulance/EMS services are provided by Pocahontas Community Hospital.

The water utility system is served by four wells, a zeolite softening water treatment facility that went online in 2006 and one 500,000 gallon elevated storage facility. The wastewater system consists of an activated sludge treatment plant that was renovated and upgraded in 2007. The municipal electric service is 99% underground and includes 3.8 MW of diesel generation. Wholesale power is purchased from the Western Area Power Administration and Iowa Lakes Electric Cooperative. Recycling and solid waste services are provided by the City. The City partners with an internet service provider to provide broadband internet service to the community.

The City has taken an aggressive stance toward economic development. The City has a full-time economic development director and is a member of the Pocahontas County Economic Development Commission (county-wide development group) that also employs a full-time economic development director. The City has been successful in securing USDA grant and loan funding that has been used for the creation of revolving loan funds (RLF) for economic development loans. The City's RLF has \$1 million in loans to local businesses. The City has also purchased two parcels of property for future development. A 70 acre parcel slated for development as a business park and an 89 acre parcel slated for residential development.

The city employs 16 full-time plus numerous part-time and seasonal employees. The general fund budget is approximately \$1 million with a total budget of \$4.5 million.

The Position

The City Administrator position was created in 1984. There have been 4 city administrators since the position was created. The current administrator is leaving at the end of March after nearly 13 years to accept a position with another organization.

The City Administrator is the chief administrative officer of the city and is responsible to the City Council for the proper administration of all city affairs. All Department Heads, except the Police Chief, report directly to the Administrator. Specific duties include:

- Direct the enforcement of all ordinances, regulations, and policies of the City Council and state laws applicable within the city.
- Advise and report to the City Council regarding matters of governmental and public policy.
- Work with the City Clerk to prepare the annual budget including capital improvement and equipment plans.
- Administer all capital improvement projects and service programs approved by the City Council.
- Serve as the Personnel Director for the city. Recommend to the Council the hiring, promotion, demotion and dismissal of all employees.
- Provide assistance to the Mayor and Council in policy research and recommendations.
- Exercise control over the fiscal expenditures of all departments.
- Supervise the collective bargaining process for all labor contracts.
- Assist the City Council in visioning and establishing long term goals and objectives.

- Draft grant applications and administer grant programs.
- Serve as liaison to advisory boards and commissions and intergovernmental agencies at the local, state and federal levels.
- Serve as the contact point to citizens for information and complaints.

Background and Experience

Candidates for the City Administrator position with a B.A. degree in public or business administration will be given preference, along with a minimum of at least two years of progressively responsible experience in management position, preferably in the public sector.

Highly qualified candidates will possess:

- Strong experience in budgeting.
- Background in community and economic development.
- Possess creativity and knowledge of public financing options including TIF, bonding, rural development grant and loan programs.
- Understanding of small, rural community issues.
- Experience with the state legislative process.
- Strong administrative background and management skills.
- Understanding of public works and utility operations and experience in infrastructure management and replacement.
- Experience in working with elected officials and knowledge of governance practices.
- Experience in strategic planning and implementation.
- Up-to-date computer and technology skills.
- Interest in professional development through membership in the appropriate organizations.

Management Capabilities

- Be well organized in performing and providing follow up on projects.
- Be willing to advocate for specific issues.

- Develop a presence within the community. Be visible with community groups, the schools, the county and adjacent cities. Be of assistance to the local businesses to grow and expand.
- Provide information to the Council and be available to answer questions.
- Identify and establish alliances with community partners representing the chamber, hospital, schools, service clubs, downtown businesses, county and regional groups.
- Gain the confidence of all community groups. Be personable and approachable.
- Be clear and open in communications.
- Be willing to take risks and have the courage to take a position on important issues.
- Be comfortable with delegation and decision making.
- Be skilled in conflict resolution.
- Be comfortable working in a public setting and dealing with political situations.

Position Priorities

- Maintain the momentum of recent economic development successes.
- Work with consultant on feasibility study on municipalization of natural gas system.
- Work with engineering consultant for the development of a residential subdivision on city owned property adjacent to the Pocahontas Golf Course.
- Work with Iowa Lakes Electric Cooperative for joint development of the Pocahontas Business Park.
- Assist Airport Board on 5 year improvement plan for airport improvements including runway resurfacing/lengthening project.
- Work with committee, school, and hospital on development of a recreation/wellness center.
- Examine current technology and oversee appropriate changes, particularly to the city web site and service provision to customers.
- Develop financing strategies for infrastructure maintenance and reconstruction

Announcement

City Administrator; City of Pocahontas, IA (pop. 1,970). Progressive community located in NW Iowa. Appointed by City Council. Responsible for supervision of 16 full-time employees and a budget of \$4.5 million. Candidates for the City Administrator position with a bachelor's degree in public or business administration and two years of experience in a management position will be given preference. Qualified candidates will possess experience in economic and community development, finance and budgeting, utility operations, including electric, and desire for community involvement. Position open until filled with resume review to begin February 19, 2008. Salary negotiable DOQ with excellent benefit package. Additional information about the community and position can be found at <http://www.pocahontasiowa.com/jobs.html>

Send cover letter and resume to:

City Administrator
City of Pocahontas
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Pocahontas, IA 50574