

The City of  
Oskaloosa, Iowa  
seeks a leader  
with a proven  
history of  
completing high-  
impact community  
projects as well as  
leading and  
building a team to  
successfully  
implement council  
goals and  
objectives.

## CITY MANAGER

Oskaloosa, Iowa is a growing county-seat community of 11,558 residents located 60 miles southeast of Des Moines and 90 minutes from Iowa City or Ames. Neighboring cities are Ottumwa, Knoxville, Pella, Albia, New Sharon, Eddyville, University Park, and Beacon.

Oskaloosa is a diverse, micropolitan community with a strong economy and the ideal place to raise a family. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system to the premise delivers world-class communication solutions and can grow with technological changes and demands.

Oskaloosa was first designated as a Main Street Community in 1986, making it one of the very first established programs in the state of Iowa. Today, it is one of more than 50 Main Street communities statewide and 1,200+ across the country.

Oskaloosa is home to major employers including Barnhouse Music, Cablevey Conveyors, CLOW Valve, Cunningham Incorporated, DFS Oskaloosa, Garden and Associates, Iowa Wood Preservers, International Ingredients, Interpower, Mahaska Health, Musco Lighting, Oskaloosa Engineering, Oskaloosa Foods, and William Penn University.

Pella Corporation, Vermeer Manufacturing, Lely, Cargill, and Anjinomoto are located less than 15 minutes away with major facilities and/or headquarters in the area.

More information on the community is available at: [www.oskaloosaiowa.org](http://www.oskaloosaiowa.org) and [www.mahaskachamber.org](http://www.mahaskachamber.org)



# The Community

## Arts and Culture:

Oskaloosa offers many events at its City Square Park year round. Bring your lawn chairs, blankets, or make use of any of the several benches and enjoy the Oskaloosa City Band or events traditionally held in the Square such as the Farmer's Market, Friday After Five, Art on the Square in June, Sweet Corn Serenade in August, and the annual lighted Christmas parade in December.

In addition to the events offered in the City Square, Oskaloosa is home to George Daily Auditorium and the Oskaloosa Art Center. The George Daily Auditorium provides equal access to high-quality live performing arts, arts education, and energizing community resources. The Auditorium was



founded in 1997 to serve an under-resourced geographic area with wide socioeconomic variances. The George Daily Auditorium embraces and encourages the differences in age, color, ethnicity, socioeconomic status, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, veteran status, and other characteristics that make our students, artists, volunteers, and employees unique. The Oskaloosa Art Center provides exceptional arts education and opportunities to make art accessible and exciting to the community including classes, studios and a gallery.



**Health Care:** Oskaloosa has many health and wellness opportunities and options for its residents. There is a critical access hospital including family practice, birthing center, allergy, cancer care, orthopaedics, physical therapy, surgical services, urgent care; six chiropractic clinics; physical therapy at the hospital and one private practice; one pediatric private practice; the YMCA, and an Anytime Fitness.



**Public Safety:** The Police Department has 15 sworn police officers, including the Police Chief and the Fire Department has 8 full-time employees and 20 paid on-call staff.

**Airport:** For international travel, Oskaloosa is approximately 60 miles from the Des Moines International Airport, with six airlines and many connecting hubs

**Churches:** Oskaloosa is also home to 34 churches.

## The Community, continued...



**Education:** The Oskaloosa Community School District has three K-12 school buildings and one private school. Oskaloosa is fortunate to have William Penn University and the Indian Hills Community College Satellite Office in the community. Oskaloosa is also in close proximity to Central College in Pella.

William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality. To review programming, athletics, student life, and see the facilities, check out <https://www.wmpenn.edu/>.

### **Parks and Recreation:**

Oskaloosa has six city owned parks including one with an outdoor pool and approximately 76 acres. The city also owns the new 90,000 sq. ft. Early Childhood Education and Recreation Center that is under construction. This facility will be operated by the YMCA on the city's behalf. There are two parks owned/operated by the local recreation foundation, including a skate park and a 200 acre regional sports complex.



Oskaloosa's largest city park is Edmundson Park which is 60 acres of beautifully manicured landscape. Edmundson offers a scenic 10 foot wide concrete recreation trail, a 1.5 acre pond for fishing, an 18 hole disc golf course, three ball diamonds, an outdoor swimming pool, a large wooden playground, numerous picnic tables, and seven park shelters of various sizes. The park is also home to the Oskaloosa Dog Park offering areas for both small and large dogs. In addition, a beautiful 18 hole golf course is also located within the park.

The Mahaska Community Recreation Foundation (MCRF) plans, develops and facilitates many recreational entities in the Mahaska community. The Lacey Recreation Complex, a key component and major entity of MCRF, supports over 15 youth programs and brings in over 15 tournaments each summer season. Lacey Recreation Complex hosts youth through collegiate programs such as band, track, football, soccer, T-ball, baseball, softball, challenger ball, Babe Ruth, and individualized scheduled events. In addition to these local entities, MCRF consults and assists with surrounding community recreation projects and events. MCRF continues to stand by its mission as a strong advocate for recreation, insuring its growth and opportunities for all youth in the community.



### **Library:**

The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the city of Oskaloosa and Mahaska County. Historically registered, in 1903 the Carnegie Library retained the original building, interior woodwork, and fixtures of the Library when it was expanded in 1997. State Library of Iowa accreditation level of Tier 3 accredited. The Library has twelve employees (6 full time, 6 part-time) with a combined total of 119 years of Library experience. The library also has a Reading Garden with a green space for holding outdoor programs and activities and a Makerspace Lab was added in 2021.

Oskaloosa has been a municipal corporation since 1853 and adopted the Home Rule Charter. The city operates under a Mayor-Council form of government with a Council appointed City Manager. The community elects a Mayor (two year term) and seven council members with four year staggered terms. Oskaloosa was recognized as an ICMA (CM) community in 1977; having only 4 city managers since 1990.

## **Governance and the Organization**

Oskaloosa is a full government service community with 6 departments including City Clerk/Finance, Fire, Police, Library, Public Works (streets, engineering, and park maintenance), Development Services (planning and zoning and inspections). The wastewater and stormwater operations are contracted with the Oskaloosa Municipal Water Department (Mayor appointed board), but city staff still completes the capital project planning/construction oversight for wastewater and stormwater. The city manager is an ex-officio member of the water board, along with two other council members. The City enjoys a stable and committed workforce, with 56 total full-time employees.

The city's current tax rate is \$14.30405 per \$1,000 valuation, has a Moody's Bond Rating of Aa3, and has a FY21-22 overall budget of approximately \$42 million, including capital projects. The city's finances are solid and stable.

The City of Oskaloosa is holding a goal setting work session in November 2021. The next city manager will be expected to build upon and develop long-term strategies that will help the city address the current projects and priorities. Also, Oskaloosa's Comprehensive Plan was approved in 2001; however, they are currently in the process of updating it with a private consultant.

### Current Priorities:

- ◆ Improve road and utility infrastructure;
- ◆ Improve community gateways; enhancing the bypasses and connectors into the City;
- ◆ Improve quality and availability of housing and community amenities to help attract and retain workforce;
- ◆ Maintain a safe community with small town charm and feel;
- ◆ Complete \$31.5 million recreation and Early Childhood Education and Recreation Center project;
- ◆ Prepare for the design and construction of a \$40-50 million wastewater treatment facility that must be operational by February 2027;
- ◆ Prepare for regional airport project with Pella and Mahaska County in the amount of +\$36 million;
- ◆ Complete site certification process with Chamber and Mahaska County – partner on the construction of new local connector (\$12 million), other infrastructure extensions to the site, and a potential transload facility (DOT grant funded with City, County, and Chamber);
- ◆ Complete and implement update to the 2000 Comprehensive Plan (work underway with RDG);
- ◆ Complete and implement update to Stormwater Master Plan (work underway with HR Green);
- ◆ Maintain current tax levy rate, balanced budget and stay in good financial standing;
- ◆ Staffing compensation, benefits and structuring analysis for all departments;
- ◆ Commercial and workforce housing development and redevelopment; and
- ◆ Funding of Emergency Management

### Desired Capabilities

The city manager oversees the day-to-day business of the city and is the public relations contact person. This means being present and accessible, approachable, friendly, having an open-door policy and offering information on a regular basis to maintain an acceptable level of transparency. Strong presentation and communication skills; both orally and written, will be important.

The city has worked hard to build and maintain strong working relationships with community partners such as other cities and governments (Mahaska County), community school district, and many others. The city manager must understand the importance of collaboration and continue to maintain great relations and be creative to seek innovative ways to partner with these groups.

The city of Oskaloosa seeks a visionary leader. The ideal candidate will have an ability to see the big picture, be a strategic thinker and leader with the ability to make sound decisions that are in the best interest of the city.

The city manager should have a management style that values employee involvement and promotes fairness. The city manager's team-building characteristics should include the understanding and flexibility in allowing employees and supervisors the latitude to make decisions on how to meet objectives, resulting in a higher level of job satisfaction and performance. The city manager's ability to promote inter-department and community communication and collaboration is vitally important to maintain the city's cooperative relationships among departments and with local groups and organizations.

The city of Oskaloosa enjoys financial stability, maintaining the same levy rate for several years. It is important that the candidate has budgeting and fiscal management experience to maintain the city's sound financial standing. Forecasting long-term needs, planning and awareness of bonding practices and Tax Increment Financing (TIF) is critical.



Oskaloosa is working on economic growth and redevelopment. The city manager will lead the city on economic development efforts and can use these resources to stimulate development and redevelopment, especially workforce and rental housing.

Specific traits identified:

- Experienced in local government operations
- Leadership for the staff; team-oriented, coach, mentor
- Champions customer service environment at all levels and serves as an Ambassador
- Experienced in Economic Development
- Has a large professional network
- Demonstrates resourcefulness
- Fosters relationships with the Mayor, Council, community partners, regional entities, other communities and consultants
- Has experience with long-term financial planning ( CIP, ERP, and other strategic planning, budgeting, and forecasting)
- Ability to lead dynamic initiatives
- Working knowledge of bonding, TIF, grants
- Has an open door policy, transparent
- Multi-tasking is a strength
- Strong communication skills and presenter
- Using technology to operate more efficiently
- Comfortable being a public figure
- Accessible, approachable, and a good listener

## Education, Experience and Training

A bachelor's degree is required with coursework in public administration, business management, law, political science, accounting, finance, economics, or related field and a minimum of 5 years of increasingly responsible experience managing municipal government operations or comparable organizations. Master's degree in Public Administration preferred.

## Compensation and Benefits

The salary range is \$123,000 to \$143,000 annually, depending on experience. Benefits include a choice between IPERS or ICMA retirement benefits, life and short-term disability, medical, vision and dental insurance. Holiday and Paid Time Off, including vacation and medical leave benefits. A vehicle allowance or mileage reimbursement is available. A cellular phone is provided or a stipend is available. Residency within the City Limits is required within six months of employment.

## How to Apply

Submit your cover letter, resume, salary history and five work related references by noon CST on November 19, 2021 to Midwest Municipal Consulting, LLC. at [Ehansen.mmc@gmail.com](mailto:Ehansen.mmc@gmail.com). See full job description at [www.oskaloosaiowa.org](http://www.oskaloosaiowa.org). For more information, please contact Elizabeth Hansen by calling 515-391-9816.

## Tentative Timeline

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|--|-------------------|
| Applications will be accepted until noon CST           | November 19, 2021 |
| Screening/written and/or phone interviews              | November 29, 2021 |
| Selection of finalists and background checks begin     | November 29, 2021 |
| Interviews   | December 11, 2021 |
| City Council may consider new city manager appointment | December 20, 2021 |

**CITY OF OSKALOOSA – POSITION DESCRIPTION FORM**

|                            |                     |                       |                 |
|----------------------------|---------------------|-----------------------|-----------------|
| <b>POSITION:</b>           | <b>CITY MANAGER</b> | <b>CIVIL SERVICE:</b> | <b>NO</b>       |
| <b>DEPARTMENT:</b>         | <b>CITY MANAGER</b> | <b>FLSA EXEMPT:</b>   | <b>YES</b>      |
| <b>REPORTS TO:</b>         | <b>CITY COUNCIL</b> | <b>UNION:</b>         | <b>N/A</b>      |
| <b>PAY CLASSIFICATION:</b> | <b>CITY MANAGER</b> | <b>PAY GRADE:</b>     | <b>CONTRACT</b> |

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**POSITION SUMMARY:**

Performs under general administrative direction; to act as the chief administrative officer of the city, and to plan, organize, and coordinate the administration of all divisions, offices, and services of the city. Performs related duties as required.

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**SUPERVISES:**

Department Directors  
Support staff as needed

**EQUIPMENT USED:**

Standard office equipment  
Computer/Software applications

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**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Ensures that council directives, approved operational policies, and business affairs of the city are executed, conducted, or delegated for enforcement.
- Keeps the council fully advised of the financial and other conditions of the city, and recommends to the mayor and council such measures as are deemed necessary for efficient operation of the city.
- Supervises and directs the administration, operations, and functions of all divisions, offices, and services except that of the city clerk-finance director.
- Directs and coordinates the completion of the city budget and capital improvement plans.
- Directs the purchasing of all commodities, materials, supplies, capital outlay and services for all departments.
- Attends all meetings of the council and all committee meetings as requested.
- Attends a variety of meetings and acts as city’s representative to officials of other municipalities, federal, state and county agencies, and the public.
- Develops and recommends policies and procedures regarding city operations.
- Evaluates and analyzes operations of the city by reviewing reports and statistical data prepared by subordinates.
- Conducts staff meetings and confers with and advises department heads on special problems and to stay current with operations of the city; and to also encourage department heads in self-development in their fields of work.
- Supervises and directs the performance and completion of all contracts for work and services.
- Coordinates the investigation and resolution of complaints or inquiries by the public.
- Supervises and manages all municipal property under jurisdiction of the council.
- Interviews, hires, fires, and evaluates all employees over which specific authority is given.
- Performs all work duties and activities in accordance with City policies and procedures.



- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning personal conduct, as outlined in the City of Oskaloosa **Employee Handbook**.
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#### **ENTRY REQUIREMENTS AND SKILLS:**

Graduation from an accredited college or university with a graduate degree in public administration or business administration or closely related field and five (5) years of progressively responsible municipal administrative experience or similar experience.

- Knowledge of the principals and methods of public administration.
- Knowledge of the organization, functions, and problems of municipal government.
- Knowledge of the principals and methods of public finances.
- Ability to learn and correctly apply department policies and procedures.
- Ability to read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements.
- Ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations.
- Ability to select and supervise employees.
- Ability to speak and write effectively.
- Ability to establish and maintain effective relationships with other administrators, civic groups, the press and the general public.
- Must undergo a pre-employment background investigation with satisfactory outcome.

#### **REQUIRED SPECIAL QUALIFICATIONS:**

Shall be bondable.

Shall reside within the city limits.

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#### **WORKING CONDITIONS:**

- Works in office environment.
  - Attendance required at city council meetings after regular working hours.
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#### **PHYSICAL REQUIREMENTS:**

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to communicate in English, both orally and in writing.
- Must be able to speak clearly as normal rate of conversation with or without reasonable accommodations.
- Constant judgment and writing ability.
- Long periods of sitting.
- Intermittent periods of standing and walking.





- Ability to lift, carry, push and pull up to 25 pounds.
- Regular and dependable attendance during assigned work schedule hours.
- Following a conditional offer of employment, the city of Oskaloosa reserves the right to require a physical examination by a physician of the city's choice, including a drug profile screen, to determine if an applicant is capable of performing the essential functions of this job description.

