



CLEAR LAKE, IOWA

City Administrator Position Profile



Apply by March 28, 2025 at 4:30 p.m.
theiamanagementconsulting@gmail.com

Contact: Theia Management Consulting, L
515.322.6597



CITY ADMINISTRATOR POSITION PROFILE

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ABOUT US

Clear Lake, Iowa is a picturesque community of 7,689 residents located 115 miles north of Des Moines and 130 miles south of Minneapolis in Cerro Gordo County. Clear Lake is situated on the natural 3,600-acre spring-fed lake from which it takes its name and swells in population from seasonal residents and tourists (to approximately 12,000) during the summer months.

Clear Lake is home to the Clear Lake Surf District, designated an Iowa Great Place in 2014 by the Department of Cultural Affairs, a cultural and entertainment zone surrounding the historic Surf Ballroom. The Surf Ballroom is the site of Buddy Holly's last concert. The ballroom still hosts concerts and can be reserved as a convention hall or reception site. It is also a tourist attraction with a tribute to those who perished on the February 3, 1959 flight every February. Clear Lake's Main Street includes unique boutiques and a variety of restaurants with a hometown charm, along with a brewery and a craft distillery. Downtown abuts City Beach on the lake and near a large city park with a bandshell.



Clear Lake is home to a number of marinas, state parks, and tourism businesses. There are festivals year-round, including the Color the Wind Kite Festival each February and one of the largest July 4th Celebrations in the state. It is also a major stop on I-35 (Avenue of the Saints) with many restaurants and hotels. The presence of I-35 and its traffic provide the community with many opportunities for further economic development. It is also home to Lady of the Lake, the stern wheeler ferry boat that takes passengers on a scenic cruise around Clear Lake.



Clear Lake is part of the North Iowa Corridor Economic Development Corporation. Major employers in the region include McKesson, One Vision, Kingland Systems, Sukup Manufacturing, Pritchards, Titan Pro, and Mercy North Iowa among others.

- More info on the community is available at: <https://www.cityofclearlake.com> (City) and <https://clearlakeiowa.com> (Clear Lake Chamber).

THE COMMUNITY

The region around the lake that would later be called Clear Lake was a summer home to the Sioux and Winnebago natives. During a land survey of northern Iowa done in 1832 by Nathan Boone, the son of the famous explorer, Daniel Boone, a map was made showing the lake and other bodies of water in the area.



In 1933, the Surf Ballroom opened up on the site of the old Tom Tom ballroom that had been destroyed by fire. The opening dance night had approximately 700 couples attending. In 1947, the Surf Ballroom burned down and a new Surf Ballroom was built across the street in 1948.

In the early hours of February 3, 1959, a Beechcraft Bonanza carrying Buddy Holly, Ritchie Valens, and the Big Bopper, who had been performing at the Surf Ballroom in Clear Lake, took off from the local runway in nearby Mason City, on its way to the next show in Moorhead, Minnesota. The plane crashed soon after takeoff, killing all aboard. This event was later eulogized by folk singer Don McLean in this famous song "American Pie", in which the death of these '50's icons serves as a metaphor for greater changes within American society as a whole.





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Clear Lake has multiple cultural attractions, including the Clear Lake Fire Museum, the Clear Lake Arts Center, PM Park, and the Three Stars Plaza, memorializing rock-n-roll stars Buddy Holly, J.P. “The Big Bopper” Richardson, and Ritchie Valens.

Overall, Public Safety: The Police Department has 16 full-time sworn police officers, including the Police Chief as well as a part-time sworn position; 7 full-time and 2 part-time communications personnel; and the Fire Department has 7 full-time and 18 part-time employees, including the Fire Chief, paramedics and EMTs, as well as 22 paid per-call staff. City Hall is home to 7 full-time and 1 part-time staff; the City has both a full-time City Engineer and Building Official along with a part-time CLEAR Project Coordinator. Public Works has 10 full-time staff and the Water Department has 3 full-time staff. The City operates a Wellness Center in partnership with the Clear Lake Community School District, staffed with 4 full-time and 22 part-time employees. Clear Lake is also home to an excellent Library with 3 full-time and 12 part-time staff.

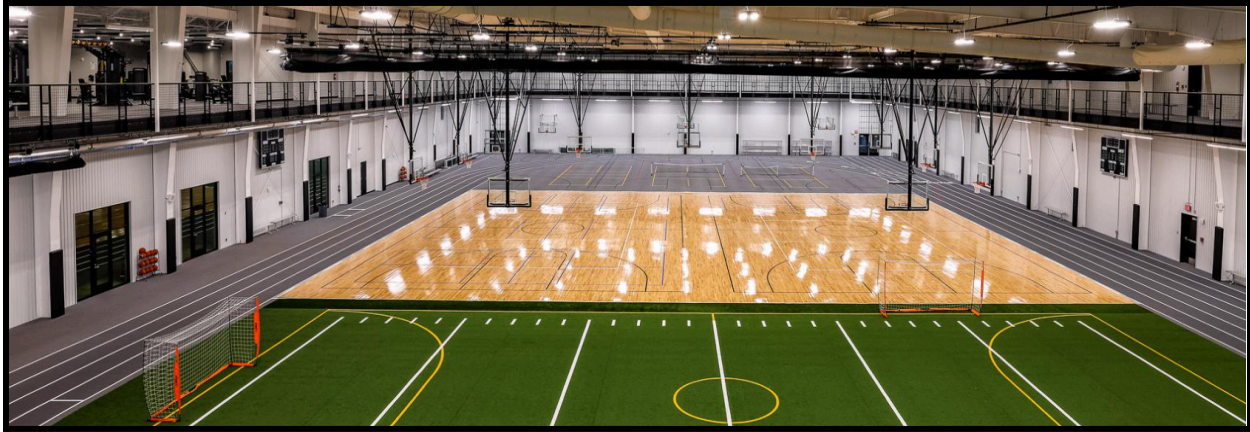
Health Care: The community has many health and wellness amenities, including a primary and urgent care clinics and access to the Wellness Center. Additional resources within the region include a full-service hospital and specialty hospital.

Airport: For international travel, Clear Lake is approximately 120 miles from the Des Moines International Airport, with six airlines, multiple connecting hubs, and currently undergoing a major expansion and only 130 miles from the Minneapolis Airport. The Mason City Airport is less than five miles away with direct flights to Chicago’s O’Hare International Airport.

Churches: Clear Lake is home to 11 churches.

Education: The Clear Lake Community School District has 3 K-12 school buildings and 1 private school. Clear Lake is fortunate to have the North Iowa Area Community College Campus located in the neighboring community, Mason City, which is also a satellite location for Buena Vista University. Clear Lake is also located in close proximity to excellent universities, such as Drake University in Des Moines and only a few hours from the main campus of Buena Vista University in Storm Lake, IA. Clear Lake is also equidistant to Iowa State University and the University of Northern Iowa, both approximately 90 miles away.

Library: The Clear Lake Public Library was established in 1889 and serves as a foundational source of information, education, and recreation and is accredited through the State of Iowa. It was expanded in 2002, joining the 1918 Carnegie Building with the adjacent Masonic Temple. The project added 5,000 square feet to the Library’s size.



Parks and Recreation: Clear Lake has 11 city-owned parks, including one with an outdoor aquatic center. The City also partnered with the Clear Lake Community School District to build the new 81,000 sq. ft. Wellness Center. This facility features men's and women's locker rooms with saunas, three multi-purpose studios, an indoor playground, as well as a 47,114 square-foot field house. The field house has a 200-meter indoor track, an indoor turn field marked for football and soccer, two hardwood courts and three multipurpose courts divided by retractable curtains. The second level includes an elevated walking track, a fitness center with cardio and weightlifting equipment and a studio.

City Government & Organization

Clear Lake is a full-service local government serving the community with a full complement of departments including City Administrator, Finance, Fire, Police, Library, Public Works, Water, Wellness Center, and Engineering/Planning/Zoning/Building, and Utility Billing. The City enjoys a stable and committed workforce, with a total of 58 total full-time and 29 part-time employees. The Mayor chairs Council meetings, but does not vote. The City Council meets in regular session on the first and third Mondays of the month.



The city's current tax rate is \$9.85 per \$1,000 valuation, has a Moody's Bond Rating of Aaa, and



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has a FY24-25 overall budget of approximately \$25.9 million (excluding transfers), including capital projects. The city's finances are solid and stable.

The City has a history of stable management, including the most recent administrator who served for more than 23 years, after succeeding an administrator that served for 35 years.

Duties and Responsibilities of the Position of City Administrator

The City Administrator is responsible for planning, organizing, directing and coordinating all municipal activities; serving as the chief administrative officer of the City and is responsible for the property administration of all affairs of the City.

Distinguishing Characteristics:

The City Administrator is appointed by a majority vote of the city council. The City Administrator is directly responsible to and reports to the Mayor and the City Council, providing highly responsible and complex administrative support to the Mayor and City Council in legislative, policy, fiscal, and other technical matters of municipal affairs under their direction.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides highly responsible administrative staff assistance to the City council; confers with the City Council regarding a wide variety of municipal government issues; recommends policies, procedures, contracts, and actions to be taken by the City Council; carries out City Council decisions or directives; allocates resources accordingly. Maintains accounting of all obligations, agreements, commitments, and contractual franchises involving the City and reports to the Mayor and Council any deviations from the exact terms as specified therein.
- Provides for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected. Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Assists the Mayor, Council, Finance Director and all department heads in preparing the annual budget in the manner prescribed by law. Responsible for keeping the council advised as to the financial and other conditions of the City and makes recommendations as to its future needs.
- Represents the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend city



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Programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Responds to and resolves difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.
- Participates in collective bargaining negotiations when needed, selection, oversight of staff training, employee development and evaluations, promotions, demotions and discharges. Responsible for the investigation of discrimination and other claims of misconduct.
- Participates on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.
- Directs and administers the following departments and offices and be directly responsible to the Mayor and Council for property function of the same: Finance, Building and Zoning, Watershed, Police (indirectly), Library (indirectly), Fire, City Clerk, Public Works, and Parks and Recreation.
- Makes recommendations to the governing body a standard schedule of pay for each appointive office and position in the City services, including minimum, intermediate, and maximum rates.
- Interviews, recommends hiring, trains, evaluates, and recommends salary for staff and volunteer employees; assigns work duties to staff; monitors work to assure proper completion.
- Conducts regular checks of all activities at program sites, facilities and work sites to monitor staff and assist with problem resolution.
- Provides administrative support and assistance to the Mayor and performs duties in the coordination of all phase's municipal activity as directed by the Mayor and Council. Provide monthly updates to the Mayor and Council of city activities and progress towards council goals or policy agreements.
- Coordinates the work of the City Attorney.
- Provides other duties as directed by the Council or as included in the City Code.
- Builds relationships with the business community and plays a leadership role in economic development.

Qualifications:

- Municipal budgeting and public finance administration and practices.
- Knowledge of the organization, functions and problems of municipal, county, state, and federal community-related statutes and government; knowledge of the principles and methods of public administration and public finance, including city planning and development of infrastructure.
- Comprehensive knowledge of the principles, practices, liabilities and methods of personnel administration and supervision as it relates to recruitment, labor relations, employment, safety, compensation, benefits, contracts, temporary staffing, training, performance evaluation, employee relations, and investigations and government compliance laws, rules, and regulations that govern public employment in the State of



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Iowa. High level of proficiency in effectively managing others for high performance. Successful team and organizational building, goal development and project follow through.

- Various funding techniques including Tax Increment Financing.
- Organization and Management practices and policies.
- Establish and maintain cooperative working relationships.
- Modern practices and principles of Public Administration.
- Computer, internet use, e-mail and central faxing.
- Principles of Personnel/Human Resources Management.
- Strategic Planning, Development, and Implementation.
- Public works operations and infrastructure replacement.

Skills and Abilities:

- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City of Clear Lake; establishing and maintaining an effective working relationship with coworkers, supervisor, City Council, Mayor, the press, and the general public.
- Have exceptional oral and written communication skills; communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Have excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be innovative and creative in decision-making and problem resolution situations and in the performance of job duties.
- Understand and maintain confidentiality of all City and personnel information.

Training and Experience Requirements:

Education: Bachelor's Degree majoring in political science, urban studies, business or public administration or related field.

Experience: At least seven years of increased responsibility within municipal or public leadership/management roles.

Preferred Education/Training: Master's Degree in business or public administration or related field.

Special Requirements: Reside within the city limits within six months of employment.

Licensing Requirements:

Position must be bondable in an amount determined by City policy and a valid Iowa driver's license is required.

Essential Physical Abilities:

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is generally performed in an inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. The noise level in the work environment is usually moderate.

Supervisory Responsibility:

The City Administrator manages supervisors in the following departments: Finance, Building and Zoning, Watershed, Police (indirectly), Library (indirectly), Fire, City Clerk, Public Works, and Parks and Recreation. Acts as a liaison and provides direction to both the library and parks and recreation supervisors and boards. Position is responsible for leadership, performance management and facilitation of hiring employees within those departments.

Position Type and Expected Hours of Work:

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:00 a.m. to 4:30 p.m. Shall generally be available for off-hour emergencies. Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.



City Council Goals

The City Council has agreed upon the following strategic priorities in its most recent strategic planning session:

- Surf District Hotel Project.
- Invest in upgrades to the City's infrastructure to meet the evolving needs of our community.
- Surf District Projects.
- Update City Code of Ordinances.
- Pine Tree Park/Stonecliff area sidewalk connection project.
- Continue to actively seek and recruit housing developments that align with the community and needs of our residents.
- Continue to be conservative with the City Budget due to uncertainty regarding what the state may do with property tax reform.
- Examine the need for an HR position, once a new City Administrator is in place.

The Mayor and City Council reviewed and discussed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After this review and discussion, the Mayor/City Council selected the following steps to improve organizational effectiveness:

- Continue communication of information with the public using social media and the Clearview bi-monthly newsletter.
- Continue collaboration with Clear Lake Community School District; Sanitary District; City of Ventura;
- Cerro Gordo County; Chamber of Commerce; North Iowa Corridor; Association for Preservation of Clear Lake; Veterans Memorial Golf Course; and the North Iowa Cultural Center & Museum.
- Conduct annual Strategic Planning Sessions.
- Finish updates and approve a new Employee Handbook.
- Annual reviews for all City employees.



Buddy Holly Crash Site Memorial



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Announcement/Advertisement

City Administrator, Clear Lake, Iowa. Clear Lake (population 7,689), a picturesque city named after the 3,600-acre spring-fed lake on which it sits, a short drive north of the Des Moines Metro and located adjacent to the Interstate 35 (Avenue of the Saints), is seeking a visionary and energetic leader with impeccable integrity, great communication skills, superior budgeting capabilities, and a background in economic development and community building for the position of City Administrator. The starting range for the annual salary is \$150-175K. Preferred qualifications include a master's degree in a relevant field and a minimum of 7 years of increased responsibility within municipal or public leadership/management roles. City of Clear Lake residency is required within six months of hire. Relocation allowance is negotiable. It is important that the City Administrator establish residency and be active in the community.

Applications should be submitted to theiamanagementconsulting@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until 4:30 PM on March 28, 2025. EOE.

Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by May 3. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
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| 1. Application deadline..... | March 28, 2025 |
| 2. Notifications of semifinalists for the position..... | April 2, 2025 |
| 3. Virtual interviews of semifinalists | April 11 (PM) or April 12 (AM) |
| 4. Candidates' day to tour the community and meet city employees, Mayor and Council members..... | Friday, May 1 |
| 5. Interviews of candidates..... | Saturday, May 2 |
| 6. Offer of employment..... | prospectively May 2 |
| 7. City Council approval of employment contract | tentatively May 5 |
| 8. Proposed starting date of employment | 30-45 days post offer |