

## Executive Recruitment for

### BONDURANT, IOWA

GovHRUSA, LLC is pleased to announce the recruitment and selection process for Bondurant's City Administrator. This brochure provides background information on the City as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit their resume and cover letter, along with contact information for five work-related references by March 2, 2017 to Karl Nollenberger, Vice President, 630 Dundee Road, Suite 130, Northbrook, Illinois 60062. TEL: 847-380-3240. FAX: 866-401-3100. Formal applications should be submitted to: [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)

Karl Nollenberger, Vice President  
GovHR USA  
630 Dundee Road, Suite 130  
Northbrook, IL 60062  
TEL: 847-380-3240  
FAX: 866-401-3100



### CITY ADMINISTRATOR



## ANNOUNCEMENT AND PROFESSIONAL SUMMARY

**Bondurant, IA** (pop. 5,493) Progressive city with an excellent quality of life located in central Iowa seeks experienced local government executive to lead its organization consisting of 15 full time and 5 part time employees and a \$8.8 million budget. Successful candidates will have growth management, long term planning and economic development skills. Candidates are required to have a Bachelor's degree (Master's degree preferred) in administration or related discipline along with a minimum of three years of administrative management experience in local government. Starting salary is \$105,000 +/- DOQ. Residency within the City within 6 months of hiring is required. The City provides an excellent benefit package. Candidates should apply by March 2 with resume, cover letter and contact information for 5 work related references to [www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment) to the attention of Karl Nollenberger, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401--3100.



## CITY BACKGROUND

Bondurant (population 5,493 – 2015 special census) is a city in central Iowa in the Des Moines Metropolitan Statistical Area. Bondurant was founded in 1884 and incorporated as a city on December 23, 1897. The city was named for Alexander C. Bondurant, who was the area's first settler in 1857 and played a large part in the history of Bondurant. Alexander's entrepreneurial spirit has lived on as the City has continued to grow into a community of more than 5,500 residents. The city continues to expand its horizons for the future while taking pride in the heritage.

Bondurant is located 15 miles northeast of downtown Des Moines in the heartland of Iowa, and is right off of I-80 and within minutes of I-35. US 65 runs through town, making Bondurant a premier location for businesses. Bondurant is an excellent place to live, work, and play away from the bustle of the big city. With the short

drive time to more populated areas, and quiet small-town lifestyle, you can get "on the move" with Bondurant and experience the best of both worlds!

The Bondurant community has many great amenities – excellent schools, unique entertainment and beautiful parks. The size of the school district allows students the individual attention needed to succeed, while providing the advantages of a bigger school. Total enrollment is approximately 1,900 students and projected to grow by 125 students each year through 2025. Students in kindergarten through second grade attend Morris Elementary, opened in the fall of 2014. Anderson Elementary is home to pre-school and third through fifth grade students. The Middle School houses grades sixth through eighth and is on the same 55 acre campus as Morris and Anderson. The High School, built in 2010, is on the north side of town and home to ninth through twelfth grade students. An auditorium and classroom wing will be added to the high school in 2017. A new football stadium/track complex opened in 2015.

Along with the Bluejay Booster Club, Fine Arts Booster Club, and the Elementary PTO, many community clubs and organizations support the students and staff through donations and volunteering. Formed in 2008, the Bondurant-Farrar Education Foundation partners with the Bondurant-Farrar CSD to create opportunities for alumni, friends, and the community to support and enhance educational excellence.



Bondurant has many opportunities to enjoy the outdoors. The Bondurant Regional Trailhead is a centerpiece of the Eastern Polk County trail system and Chichaqua Valley Trail. The Trailhead sits on the historic Chicago Great Western rail line. The Bondurant trailhead was voted the #1 trailhead in Iowa at the 2016 Iowa Bike Expo. The railway operated from 1883 to 2005. City Park is the most centrally located park in Bondurant located two blocks east of the elementary and middle schools and one block south

of downtown. Lake Petocka is a beautiful, tranquil lake surrounded by a .71 mile winding biking and walking trail. Lake Petocka is a popular fishing lake. The Bondurant Recreational Sports Complex is situated on the northeast side of Lake Petocka and includes base-



ball fields and a playground. Other parks include Mallard Pointe Park, Eagle Park, Renaud Ridge Park, Lincoln Estates Park, Wisteria Heights Park and Wolf Creek Park.

Bondurant has lots of community events during the year including the following:

- ◆ Live Healthy Iowa 5k walk/run - early April
- ◆ Student Council 5k - early to mid-May.
- ◆ Pedal CVT (annual Chichaqua Valley Trail bike ride about 40 miles) - June 10.
- ◆ Summerfest (annual carnival and fireworks) mid-June.
- ◆ Jazz in July & Sidewalk Chalk Festival - July 5 - Evening jazz concert and sidewalk art drawing during the day - prizes awarded - some of the art work is stunning
- ◆ Pedaler's Jamboree August 26 & 27 - 40 mile bike ride with evening bands and overnight camping - about 1,000 people expected.
- ◆ Summer concerts

There will also be a winter bike ride on the Chichaqua Valley Trail on February 18. The trail is plowed and if the weather is not ridiculously bad, people will participate. There is a brewery and a popular bar/restaurant that are the start/end points for many of the bike rides thru town.

Bondurant's population has increased from 1,846 in 2000 to 3,860 in 2010 to the special census count of 5,493 in 2015. The community has been growing rapidly in recent years. 2015 was a record year for new construction in Bondurant. With \$34,737,068 in 2016 new construction, 2016 eclipsed 2015 by 22.5%. About half of Bondurant's residents are in their late 20's or early 30's and starting a family or planning on a family. 58% of the residents have lived in the community for less than 10 years. In a recent citizen survey, 97.5% of the respondents felt that Bondurant is a nice place to live.

## CITY GOVERNMENT

Bondurant operates under the Mayor-Council with Administrator form of government. The Bondurant City Council is comprised of five council members elected at large for overlapping four year terms. The Mayor is elected for a

four year term. The Council appoints the City Administrator, City Attorney, City Clerk and City Engineer. The City Administrator serves as the City Treasurer. Meetings of the City Council are held on the first and third Mondays of the month at 6:00 p.m.

The departments of the City include the following: Water, Wastewater, Street, Parks, Fire, City Engineer, City Attorney, Finance, Library, City Clerk, and Recreation. The Library Board appoints the Head Librarian. Police services are contracted with the Polk County Sheriff's Department. The City purchases water from Des Moines Waterworks but maintains the water distribution system. The City purchases wastewater treatment services from the Wastewater Reclamation Authority but maintains the collection system. The City has a full time Fire Chief and operates a paid on call Fire Department and ambulance service.

The City of Bondurant's Mission Statement states that the City strives to

- ◆ Provide expedient, courteous service to new and prospective residents and businesses
- ◆ Establish cost-effective administration practices
- ◆ Implement policies and projects which improve the city's image
- ◆ Expand public safety services
- ◆ Continually upgrade the city's infrastructure
- ◆ Reduce the city tax rate
- ◆ Improve recreation facilities & activities
- ◆ Support planned, organized growth
- ◆ Expand the city's boundaries where practical
- ◆ Promote economically feasible commercial development

The City Administrator is appointed by a majority vote of the Council to serve at the discretion of the Council. The City Administrator is the chief administrative officer of the City directly responsible to the City Council for the administration of the municipal affairs as directed by that body. All department activity requiring the attention of the Council shall be brought before the Council by the City Administrator and all Council involvement in administration initiated by the Council must be coordinated through the City Administrator. Responsibilities of the City Administrator include the following:

1. Responsibility for all accounting and accounting procedures for the City.
2. Administration of all ordinances, resolutions, Council policies, directives and procedures.
3. Continuous study of the City government's operating procedures, organizations and facilities and

recommendation of fiscal and other policies to the Council whenever necessary.

4. Preparation and administration of the City's annual operating budget.
5. Supervision of the City's administrative policies and procedures, including personnel and purchasing.
6. Keeping the Council informed as to the progress of its programs and the status of its policies.
7. Coordination and direction of all City services provided through the various departments.
8. Study of possible joint arrangements with municipal boards and commissions, making recommendations for such arrangements as are mutually acceptable and coordinating these activities as agreed upon.
9. Assisting the Mayor in any duties as requested by the Mayor.
10. Assisting the Council and the Planning and Zoning Commission in the carrying out of the comprehensive plan and to assist in all other forms of planning within the City government.
11. Acting for the City in the exercise and execution of all policies and programs whereby the City is involved in a joint basis with any other governmental subdivision, agency or department.
12. Employment and removal of City employees in accordance with Council approved policies regarding pay, employment, and removal of such employees.

The City Administrator is responsible to the Council for the performance of all department activities. All City officers and department heads, regardless of their method of appointment, are responsible to the City Administrator for the conduct of their department.

The Bondurant Budget for 2016-17 fiscal year (July 1 to June 30) is \$8,763,590 and the General Fund is \$2,140,386 of that total. The Proprietary Funds consist of \$3,329,165 in the budget for this fiscal year. Other funds are the Capital Projects (\$773,105), Special Revenues (\$1,484,063), Debt Service (\$1,036,871). The General Fund Balance projected at the end of the fiscal year on June 30, 2017 is around \$450,000. There are 15 full time, 5 part time and 3 seasonal employees in the City. The City reduced its property tax rate and sewer rate effective July 1, 2016. It is the tenth consecutive year that the property tax rate has been reduced. Moody's Investors Service stated in 2015 that "Bondurant has a favorable credit position" at the A1 level.

## OPPORTUNITIES AND CHALLENGES

The next City Administrator will need to get a solid read on the community in the first year and develop a relationship with the community and the organization. In December of 2015, after a Goal Setting Session, the City Council adopted the following on-going city commitments and/or obligations for the upcoming 24 months.

### On-Going Commitments/Obligations

- ◆ Continue economic development programs
- ◆ Sewer infrastructure – infiltration/inflow remediation
- ◆ Continue to promote voluntary annexations
- ◆ Trail connections
- ◆ Provide safe connections in town
- ◆ Modification and expansion of baseball/softball complex
- ◆ Transportation/street plan of city
- ◆ Make a decision regarding tax abatement program
- ◆ Continue to reduce property tax rate

### New Priority Projects, Programs, Policies and Initiatives

- ◆ Develop multi-year infrastructure (streets, sanitary sewers, storm sewers, water mains) improvements plan to address future growth
- ◆ Addition of another full-time position at the Fire Department to cover calls Mon-Fri from 0800-1700
- ◆ Joint plan between the school district and city to develop sports complex
- ◆ Parking for downtown businesses
- ◆ Long-range strategic planning (5-10-15 years or more)

### Organizational Effectiveness Initiatives

- ◆ Maintain communication and cooperation among and between staff and elected officials
- ◆ Review and update website: implement online registration for city events
- ◆ Continue to solicit city staff comments regarding projects being planned and involve staff in project ideas
- ◆ Develop employee length-of-service recognition program



- ◆ Develop a better plan/schedule for equipment replacement, including technology replacement
- ◆ Continue to invite representatives from Boards/ Commissions to meet with Council once a year
- ◆ Hold periodic work sessions to review major projects, issues, priorities
- ◆ Cross-train employees as much as possible
- ◆ Metro communities/collaboration (equipment, policies, etc.)
- ◆ Review BRSC oversight, management, operations, rental rates and agreement
- ◆ Evaluate establishing Council liaisons with various Boards
- ◆ Prioritize projects for grant funding
- ◆ Conduct resident/business satisfaction survey

Additional challenges and opportunities that should be addressed are as follows:

- ◆ Planning the future growth in the city and relations with developers.
- ◆ The need for more growth in commercial/industrial development in the city
- ◆ Continue and enhance the city-school district collaboration efforts
- ◆ Downtown expansion and development
- ◆ Financing for infrastructure expansions and improvements
- ◆ Plan for the future of the Police and Fire operations.
- ◆ Further enhancement of the organizational culture
- ◆ Set goals for individual city employees and share with the organization
- ◆ Long term city services and staffing plan
- ◆ Succession planning for the future 2 to 5 years



## CANDIDATE QUALIFICATION CRITERIA

The City is seeking highly professional candidates who are passionate about local government and city administration. The following education, experience, management, and leadership criteria have been identified by Bondurant as important skills and abilities for the candidates to possess and demonstrate. The starting salary for the position is \$105,000 +/- depending on qualifications and

experience. Residency within the City is required. A commitment to being in Bondurant for at least five years is highly desired.



## Education and Experience

Candidates must::

- ◆ Possess a Bachelor's Degree in Public Administration/Business Administration or closely related field. A Master's Degree is preferred. Iowa experience is a plus.
- ◆ Possess five years of responsible management level experience in the public sector as a department head, assistant administrator or administrator/manager in an organization of similar size and/or complexity. Experience in the top position is a plus. Have ability to effectively manage and lead the city operations and create a city wide perspective for the organization.
- ◆ Have experience in growth management and long range planning for the community's future.
- ◆ Have experience in economic development initiatives in a community.
- ◆ Have experience in successfully managing high level issues with elected officials, developing, coordinating, and managing agenda items. Ability to make decisions and make things happen in accordance with city policies and procedures.
- ◆ Have experience in developing positive, collaborative relationships with the Mayor, elected City Council Members and departments, with the interpersonal skills necessary to skillfully move issues and agendas forward.
- ◆ Have well developed finance and budgeting skills with the ability to work closely with City officials and

- employees on budget development and create a balanced budget.
- ◆ Have experience in strategic thinking, short and long range planning of programs and services, and aligning priorities with goals. Have experience facilitating planning efforts.
- ◆ Have experience in intergovernmental relations with counties, cities, state and federal governments. Have experience developing cooperative efforts with cities and counties.
- ◆ Have grant writing skills and experience in grant writing.
- ◆ Have experience in project management with the desire to complete the projects on a timely basis.
- ◆ Have working knowledge of the user capability of technology needs of city government.
- ◆ Have experience in succession planning and development of the staff for the future of the organization.
- ◆ Have excellent written and verbal communication skills and be capable of making effective public presentations, including personal or written responses to public concerns and suggestions as well as being a good “listener.” Be clear and concise in verbal and written communication. Be able to tactfully say “no”.
- ◆ Have a background of complete integrity and honesty and of leading/motivating personnel by example. Have a strong sense of community and be loyal to the community and organization.
- ◆ Be an anticipatory, proactive, creative, visionary leader, identifying future trends, developing effective strategies for addressing these trends. Be idea friendly. Have a big picture view of the city organization. Have the ability to be a change agent when needed. Be direct but be caring.
- ◆ Have confidence, calmness and patience that projects into the organization. Be transparent with the organization and the public. Trust employees to do their work until situations require intervention. Be respectful of others and be someone who they can respect. Interact with the employees in the organization in their locations and be visible. Create an involved cohesive positive culture in the organization.

## Leadership and Management Skills

Candidates must :

- ◆ Have strong interpersonal skills with the desire to work collaboratively with the Mayor & City Council, the public and departments and build trust and unity with everyone. Be a people person good at relationship building. Able to work with and be open to people with diverse viewpoints and diversity in the community. Be adaptable to the situation, have versatility in the situation.
- ◆ Be able to firmly yet diplomatically present professional views, concerns, and implications of matters under consideration, while recognizing that the final decision rests with the City Council. Provide the City Council with options and recommendations. Take policy direction from the City Council and lead staff to make things happen.
- ◆ Be visible and involved in the community, as well as get to know the key business leaders; be able to speak effectively at community events. Be able to handle sensitive community issues. Be politically astute without being political. Work with the community to establish the direction for the future of Bondurant. Have a sense of service to the community recognizing that this is a “people business”. Enjoy the family aspect of Bondurant. Be a champion for the community.
- ◆ Share a strong commitment to the principles of team management, involving departments in decision making in their areas of expertise, delegating authority and latitude to personnel with confidence, helping to eliminate any silo mentality, while remaining accountable for project outcomes. Set expectations clearly. Be approachable and fair and not a micro-manager. Be direct but tactful. Be able to adapt to the situation.
- ◆ Have a consistent genuine and passionate approach and style with empathy towards people. Have networking skills. Be visible in the organization. Have a positive and energetic style and be open to challenges. Have a sense of humor.
- ◆ Have a style that enables and encourages employees. Have coaching skills at all levels in the organization. Be a mentor and motivator and facilitate development of employees. Work to resolve disputes between employees.
- ◆ Have the skills to deal with conflict and conflict resolution and create positive experiences. Be able to address criticism constructively. Have self-control in difficult situations.

City of Bondurant, Iowa  
Table of Organization

