



# NEBRASKA CITY, NEBRASKA **CITY ADMINISTRATOR**



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# NEBRASKA CITY, NEBRASKA

## CITY ADMINISTRATOR

### THE POSITION IN BRIEF:

The City Administrator serves as the chief administrative officer of the City of Nebraska City with a population of 7,200. This position is responsible for the oversight of six of the eight departments, 35 full-time employees, 70 part-time/seasonal employees, and the administration of a \$12.6 million annual budget.

Nebraska City is the county seat and largest community in Otoe County. It sits on the banks of the Missouri River (on the border of Nebraska and Iowa) at the confluence of Nebraska Expressway 2, and U.S. Route 75. Those wanting a big-city fix are one hour east of Lincoln (the state capital) and one hour south of Omaha. World famous BBQ, professional sports teams, and other venues are also not far away. The cities of St. Joseph, MO and Kansas City are only 1.5 and 2 hours south (respectively) down Interstate 29.

Nebraska City is defined by its welcoming, small-town charm and significant place in history. It boasts being the oldest incorporated city in the state, as it was the first approved by a special act of the Nebraska Territorial Legislature in 1855. Additionally, Arbor Day began in Nebraska City in 1872 and the city enjoys a good relationship with the Arbor Day Foundation. Eleven historic homes and museums (including the Missouri River Basin Lewis and Clark Center) sit within its borders.

A major regional draw is the Arbor Day Farm. Arbor Day Farm encompasses 260 acres of natural beauty and historical significance. This national historic treasure is home to Lied Lodge (a 140-room conference center with over 14,000 square feet of meeting space), the one-of-a-kind Tree Adventure, the Apple House Market, and Arbor Lodge State Historical Park.





## EDUCATION

Nebraska City offers educational options other smaller communities don't enjoy. Pre-K-12 education is provided by the Nebraska City School district, which includes two elementary schools, a middle school and high school. In addition, Lourdes Central Catholic School provides education through 12th grade.

Other unique educational opportunities are provided by the Nebraska Center for the Education of Children who are Blind or Visually Impaired (NCECBVI), founded in 1875. This institution serves children from infancy to age 21. Peru State College (20-minute commute) established in 1865 is the oldest institution of higher education in Nebraska. Additionally, Southeast Community College has a satellite learning center in the city and the University of Nebraska-Lincoln has an Extension office in Nebraska City, by which they enrich lives through research-based education.



## THE ECONOMY

Strong and growing are accurate descriptors of Nebraska City's economy. Major local employers include Cargill Meat Solutions (635), Honeywell American Meter Company (527), Arbor Day Farm (298), Nebraska City Public Schools (207) and CHI Health St. Mary's Hospital (177), among others. Otoe County communities have seen more than a 22% increase in the number of businesses in the last 8 years. Many employees of these major companies have chosen to make their home in Nebraska City because of its convenient location, small-town charm, and competitive cost of living.

With the increasing costs of product distribution, Nebraska City's central location near Interstates I-29 and I-80, and Highways 75 and 2 make it an appealing location for commerce and industry. The city is also served by three rail lines, a barge terminal on the Missouri River, and a municipal airport with a 4,500-foot runway that accommodates corporate air traffic.

Over 400 businesses ply their wares, services, and skills within or around Nebraska City. Running the gamut from retail and restaurants to industrial and agriculture, most are locally owned or at least operated by locals.





## RECREATION AND CULTURE

Nebraska City is home to three golf courses, three functioning apple orchards, the Riverview State Recreation Area with boat access to the Missouri River and Lied Lodge and Conference Center. City-owned recreational facilities include the Steinhart Aquatic Center, Wildwood Golf Course, and Wildwood Historic Center among other amenities.

The Steinhart Aquatic Center provides summer fun with a zero-depth entry pool, lazy river, water slides, and diving boards. The center is in Steinhart Park, which has baseball diamonds, as well as basketball, pickleball, and tennis courts.

Wildwood Municipal Golf Course is a 9-hole course owned and operated by the city. It is located less than a mile from Lied Lodge. It is the perfect place to unwind after a day of business meetings or play with the family during the weekend.

Wildwood Historic Center is a historical institution operated by the city. Built in 1869, it is a ten-room Gothic-Revival house used as an interpretive museum to educate guests about day-to-day life in the Victorian era (1837-1901).

The city is also home to two large festivals including the Applejack Festival and Arbor Day. Every September, the city hosts the Applejack Festival, which has become so large it spans three weekends and attracts 80,000 people. Attendees travel from all over the region to go apple picking, listen to live music, shop for local crafts, and eat local fare. It's so popular, in 2015 USA Today named it one of the Top 10 Harvest Festivals in America.

Nebraska City prides itself as the origination of Arbor Day, which it celebrates every year, and has since the holiday's inception there in 1872. This tree planting festival will celebrate its 151st year in late April 2023. People from all over descend on Nebraska City to be part of the original celebration and take part in myriad events including children's programs, a 5K run, craft markets, parades, and a bloody Mary championship.





## THE LOCAL GOVERNMENT



Nebraska City is a traditional Commission-Administrator form of government, with each commissioner being elected on an at-large basis to oversee one or more departments in conjunction with the administrator. The Commission is comprised of a mayor and four commissioners elected to staggered 4-year terms.

The City Administrator is appointed by the Mayor and Council/Commission to share in the oversight of the City Attorney, Library, Fire (professional and volunteer), Parks, City Clerk/Treasurer, and Construction and Facilities departments. The Police Department is overseen by the Mayor and the Utilities Department (which provides electric, gas, water, and sewer utilities) is controlled by the Board of Public Works. The Administrator is responsible for providing professional recommendations to the City Council/Commission on all policy matters and to implement the policy decisions of the elected leaders.

The city has a total of 54 full-time employees in all departments. However, the Administrator is only responsible for the 35 full-time employees, 70 part-time/seasonal employees, and the \$12.6 million annual capital and operating budget within the six departments for which he/she shares responsibility. The City is in a strong financial position with unassigned fund balance in governmental funds equal to 25% of net operating expenses.

The most recent City Administrator resigned recently to accept the City Administrator position in Harvard, IL..

### A STATISCAL SNAPSHOT OF NEBRASKA CITY, NEBRASKA

Population – **7,200**

Land Area – **4.9** square miles

White (non-Hispanic) – **78.9%**

Median Household income - **\$59,983**

Median House Value - **\$121,300**

Median Age – **37.9**

Total Households – **2,818**

Bachelor's Degree or higher – **22.3%**

Annual Municipal Budget - **\$12.6** million  
(Excluding Utilities)

Total Full-Time City Employees – **35**  
(Excluding Police and Utilities)

## POSTION REQUIREMENTS

The Mayor and Council/Commission are seeking the interest of candidates that meet the following minimum qualifications:

- Bachelor's degree in Finance, Public Administration, Political Science, or related field. Master's degree preferred.
- 3-5 years of experience as a City/County Manager in an organization of comparable size and complexity or 3-5 years of experience as an Assistant City/County Manager with proven success managing a wide array of departments. 5-7 years preferred.
- A combination of education and experience equivalent to those mentioned above will also be considered.

## THE IDEAL CANDIDATE:

In addition to the minimum qualifications outlined in the previous section, the Mayor and Council/Commission hope to attract candidates for the position that possess direct experience and demonstrated competency in the following categories:

- Public Budgeting
- Leadership
- Finance
- Grant application, management, and reporting
- Strategic planning
- Board relationships, and
- Municipal law

In addition to the technical proficiencies listed above, the Mayor and Council would also like to find the following personal attributes in the new City Administrator:

- Organized
- Accountable
- Collaborative
- Trustworthy
- Focused
- Diplomatic
- Resourceful
- Energetic, and
- Approachable





## MAJOR CHALLENGES AND OPPORTUNITIES

- The next City Administrator will be tasked with the continuation of some critical economic development projects, maintaining strong community relationships, and successfully leading the city's budget process.
- The city recently purchased a 30-acre parcel with the intent of creating a new outdoor sports complex. Plans include four additional baseball/softball and four soccer fields. This project is in phase one of development and the new Administrator is expected to help move this project along in addition to assisting in finding additional funding.
- The city also recently purchased a 43-acre parcel with the intention of creating a residential development including 79 single-family lots and 48 multi-family lots. This project is in the first phase of design and the next Administrator will help move this project forward in addition to assisting in finding funding for needed infrastructure improvements.
- The City Council/Commission desires the next City Administrator to concentrate on building a sense of team and community by becoming part of the fabric of Nebraska City and cultivating long lasting relationships with the Commission, staff, residents, and the business community.
- The city has strong relationships with five local family foundations that periodically provide funding for city needs. The next City Administrator is expected to continue the strong relationships with these foundations and be adept at applying for, obtaining, and reporting on other federal, state, and foundational grants.
- The Council/Commission desires to have an Administrator with a strong budgeting and finance background. Experience creating, proposing, and managing budgets similar to the size and complexity of Nebraska City is desirable.







## COMPENSATION OF BENEFITS

The annual salary range for this position is \$126,000-\$140,000 DOQ/E. Nebraska City also provides a comprehensive and generous benefits package for the City Administrator including:

- City paid professional training and membership dues,
- Defined contribution retirement plan with vesting after 1 year, including up to 7% city match,
- Individual or family Health plan with 85%/15% city/employee split,
- Dental and Vision Insurance,
- 9 Paid holidays,
- 2 personal days and 20 hours of admin Leave annually,
- Paid sick leave,
- Paid vacation leave.

Relocation assistance will be negotiated with the successful candidate. The City Administrator is required to reside within the corporate limits of the city.

## SELECTION PROCESS

Please apply online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter and contact information for five professional references. Applications will be accepted until January 27, 2023. Confidential inquiries are encouraged and should be directed to Jim Arndt, Vice President, GovHR USA at [jarndt@govhrusa.com](mailto:jarndt@govhrusa.com) or (217) 500-0770.

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# EXECUTIVE RECRUITMENT

