

WINDSOR HEIGHTS, IOWA **CITY ADMINISTRATOR**



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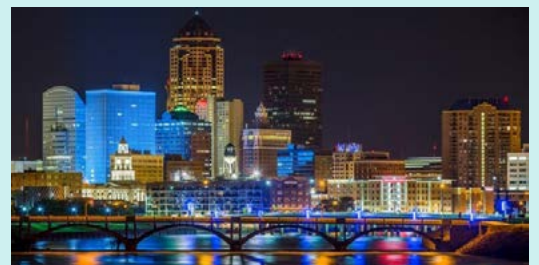
CITY OF WINDSOR HEIGHTS, IOWA

CITY ADMINISTRATOR

The City of Windsor Heights, Iowa (population 5,252) is seeking applications for its City Administrator position. Windsor Heights is located in Polk County and lies at the very center of the State of Iowa.

Residents of Windsor Heights enjoy a lifestyle that some would consider the best of all worlds. Its friendly and safe neighborhoods, excellent public schools, and responsive local government make it a charming and comfortable place to live and raise a family. At the same time, Windsor Heights residents are just minutes away from a plethora of amenities that are only found in a larger urban area. They are just a short drive away from Downtown Des Moines, the Des Moines International Airport, the Iowa State Capitol, Drake University, several golf courses, museums, and a wide range of shopping, dining, and entertainment venues.

Windsor Heights is indeed uniquely and ideally located to provide its residents with an enviable range of lifestyle alternatives.



THE COMMUNITY

Windsor Heights is a suburban community located within the Des Moines Metropolitan Region, which is home to over 700,000 people, and features a robust and growing economic base. The Des Moines region is considered one of the fastest growing metropolitan areas in the country.

The City of Windsor Heights was incorporated in 1941 as a preemptive strategy to avoid being annexed by neighboring Des Moines. The City was named after one of its early settlers, Henry Clay Windsor, whose

family donated land for the first school in the community. The local economy was historically underpinned by the coal mining industry. In the early 1900's, a number of companies operated mines in the area that later became Windsor Heights. Most of those mines were closed by the mid-1940's and there are no longer any active mines in the community.

THE COMMUNITY (continued)

Today, Windsor Heights is home to 5,252 residents and over 150 businesses. In addition to the City of Des Moines, Windsor Heights shares a border with three other cities including Urbandale, West Des Moines, and Clive.

The residents of Windsor Heights are proud of their community which is demonstrated by their engagement in civic affairs and activities. The Windsor Heights Community Center, located in beautiful Colby Park, is a focal point of community activities and hosts a number of family oriented special events throughout the year including Movies in the Park, 4th of July Celebration, Fall Fest, and Windsor Wonderland.

Windsor Heights is served by two outstanding public school districts (Des Moines and West Des Moines) and boasts one of the busiest stops along the Des Moines Area Regional Transit Authority (DART) system, the largest public transit agency in Iowa. Despite its convenient proximity to major area employers, Windsor Heights offers a variety of affordable housing choices.

THE LOCAL ECONOMY

Windsor Heights is home to many local, regional, and national businesses. The majority of local businesses fall under the retail and service industry categories. Windsor Heights residents have very convenient access via both vehicle and public transportation to several of the region's largest employers. The largest regional employer is Wells Fargo which employs 13,500 at multiple locations throughout the Des Moines metro area. The Wells Fargo campus at Jordan Creek in West Des Moines is its largest facility in the area with roughly 12,000 employees. This complex is located just minutes from Windsor Heights.

LARGEST REGIONAL EMPLOYERS	FTE'S
Wells Fargo (financial services)	13,500
Hy-Vee (grocery)	6,800
Principal (insurance)	6,500
MercyOne (healthcare)	5,843
UnityPoint (healthcare)	5,580
Amazon (distribution)	3,500
Nationwide (insurance)	3,300
John Deere (ag technology)	3,280
Vermeer (ag, mining equip.)	2,900
Corteva (agri-science)	2,500



WINDSOR HEIGHTS BY THE NUMBERS

Population	5,252
Geographic area	1.44 sq. miles
Owner occupied housing	76.2%
Total number of households	2,137
Persons per household	2.43
Median Age	41.1
Median household income	\$79,073

Racial breakdown	
White	79.5%
Hispanic or Latino	8.3%
Asian	5.9%
Black/African American	4.8%
All other	1.5%

Median single-family home sale price	\$251,000
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City's Annual Operating and Capital Expense Budget	\$18.8 million
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City's Annual General Fund Expense Budget	\$3.68 million
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Number of municipal employees (FTE's)	30
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LOCAL GOVERNMENT IN WINDSOR HEIGHTS

The City of Windsor Heights is governed by a six (6) member elected body consisting of the Mayor and five (5) City Council members, all of which are elected at-large to four-year overlapping terms. The City operates under a home rule charter and has adopted the Mayor-Council form of government. The City Council serves the legislative body for the City and establishes long-range and short-range policies in a wide variety of areas. Among their many important responsibilities is the appointment of a City Administrator to oversee the day-to-day affairs of the City. The City Administrator serves at the pleasure of the City Council.

The City of Windsor Heights has a total annual operating and capital budget of \$18.8 million (FY 2023), and an annual General Fund budget of \$3.7 million. The City's workforce consists of 30 FTE's distributed among several departments/divisions including Police, Fire, EMS, Public Works, Building Services, Culture/Recreation, Planning, Community/Economic Development, Finance, City Clerk, and Administration.

Water, Wastewater, and Energy services are provided to the community via other entities. The City also relies on third party service contracts for engineering, legal services, building inspection, and information technology. Solid waste management, along with recycling, are provided to the residents of Windsor Heights by a regional consortium.



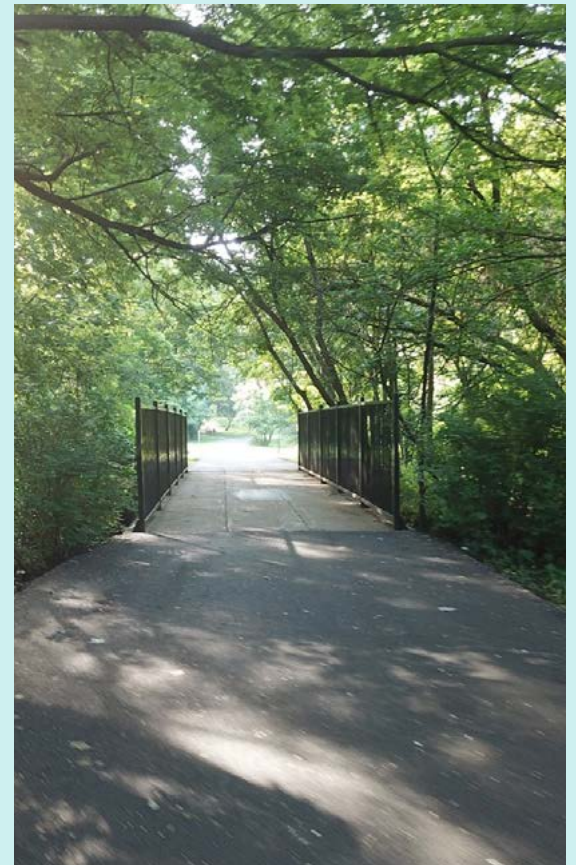
THE CITY ADMINISTRATOR POSITION

The City Administrator is appointed by the Mayor and City Council to manage the day-to-day operations of the municipality. The City Administrator is responsible for the oversight of all operating departments. The City Administrator also provides a recommendation on all policy matters that come before the elected body, and is responsible for the implementation of all policy decisions made by the City Council. The Administrator is also required to prepare the annual operating and capital budget for the City, and to administer the budget once it is approved by the City Council.

The City Administrator serves as the Chief Administrative Officer for the City and is responsible for hiring and supervising all department heads and senior staff, except for the Chief of Police. The Chief of Police is appointed by the Mayor with the advice and consent of the City Council. However, the Chief is directed and supervised by the City Administrator.

The City Administrator currently has five (5) direct reports including the Police Chief, Fire Chief, Finance Director, City Clerk, and Public Works Director.

The most recent City Administrator in Windsor Heights left the position voluntarily in late 2022 to accept another job in his home state of Michigan.



THE IDEAL CANDIDATE

The Mayor and City Council have identified by the following skills, traits, and personal attributes as being important for the new City Administrator to possess.

Excellence in Communication

- Experienced and comfortable with employing modern forms of mass communication technology to strengthen the City's image and to keep residents informed.
- Communicate effectively with elected officials, department heads, employees, citizens, and all other stakeholders of the City of Windsor Heights.
- Good listener who seeks to understand other points of view and attempts to find common ground in order to mitigate the adverse impacts of disputes.
- Understands and can effectively communicate the potential impacts of policy alternatives on City operations and finances.

Leadership Skills

- Ability to balance competing priorities of elected officials.
- Ability to identify and mitigate risks to the City.
- Ability to balance needs of all departments given available resources and service priorities.
- Ability to effectively delegate authority while ensuring employee accountability and effectively measuring staff performance.
- Ability to attract and retain good employees to build an effective customer service team.



Relationship Building

- Enhance intergovernmental relations locally, regionally, and state-wide.
- Develop stronger national presence among public and private organizations.
- Enhance the City's overall image as a regionally engaged and highly professional organization.
- Experience and technical competency in redevelopment, revitalization, and attracting private investment.
- Develop harmonious and productive relationships with employees, elected officials, and citizens.

Team Builder, Influencer, and Collaborator

- Build a strong customer service culture within the organization.
- Maintain a positive attitude and serve as a mentor to staff so as to inspire others to follow.
- Instill passion among the municipal employees.
- Value all people, irrespective of gender, ethnicity, orientation, age, etc., within the workplace.

Understands “Small Community”

Dynamics

- Will become an active member of the community by attending local events and seeking opportunities to engage with the community.
- Believes in transparent and responsive local government.
- Can effectively communicate city codes and policies to residents.
- Is always honest, enthusiastic, and transparent.



DESIRED QUALIFICATIONS

Applicants for the position of City Administrator should have earned a bachelor's degree in public administration, finance, engineering, business administration, urban planning, or some other related field of study. A master's degree in public administration or some other related field is desirable but not required.

Applicants should also have a least five (5) years of senior management work experience, preferably in a municipal or county government organization, and should also have some direct experience in developing and administering operating and capital budgets, economic development, and human resource management. The ideal candidate will also have municipal management experience in a small community within a large metropolitan area.

The starting annual salary range for the position is \$130,000 to \$150,000 DOQ/E. In addition, the City provides an outstanding array of fringe benefits. Relocation assistance will be negotiated with the successful candidate. Residency within the corporate limits of Windsor Heights is encouraged but not required.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and contact information for five (5) professional references. All applications must be submitted on-line at www.govhrusa.com. The position will remain open until filled, and applications will be reviewed and evaluated as they are received. It is, therefore, important that interested candidates submit their application materials as soon as possible. If you have any questions, please contact Mark R. Peterson, Vice President, GovHR USA at (309) 825-5091.

The City of Windsor Heights is an Equal Opportunity Employer.

