

ASSISTANT CITY MANAGER

Recruitment



To be considered for this career opportunity,
apply online at www.GovHRjobs.com

City of Ames • 515 Clark Ave., Ames, IA 50010 • 515.239.5199

Seeking Assistant City Manager

Summary

The City of Ames, Iowa, is seeking a dynamic individual to serve as Assistant City Manager. This position – one of two Assistant City Managers – reports directly to and is appointed by City Manager Steve Schainker.

Under the direction of the City Manager, the Assistant City Manager promotes Excellence Through People (ETP), the City's employee-developed, values-based organizational philosophy; coordinates activities of departments, supervises department heads; participates on the City's Executive Leadership Team (ELT); provides staff support to boards/commissions; leads project teams; develops and administers policies, programs and projects; attends all City Council meetings, makes presentations to the City Council; plays a key role in achieving the City Council's vision and goals for the community; reviews departmental budget requests; leads assigned collective bargaining efforts; and may serve as Acting City Manager in the City Manager's absence.

As a member of the City's Executive Leadership Team (ELT), the Assistant City Manager is required to reside within the City of Ames. The City will provide relocation assistance up to 10% of starting salary.

Required Education & Experience

- Master's degree in Public Administration, Business Administration or a related field and three years of progressively responsible experience in local government, including three years working in a City Manager's office or;
- Bachelor's degree in Public Administration, Political Science, Finance, Accounting, or a related field and at least seven years of progressively responsible experience in local government, including three years working in a City Manager's office.
- Some supervisory experience is preferred.

Excellence Through People (ETP)

Based on employee input, 14 core values were identified for the organization. When City of Ames employees live these values every day, these two goals will be realized: (1) citizens will receive exceptional

customer service at the best price, and (2) employees will experience an enjoyable and stimulating work environment from which personal and professional growth can occur.

Our ETP values include committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, diversity, equity, and inclusion, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork.

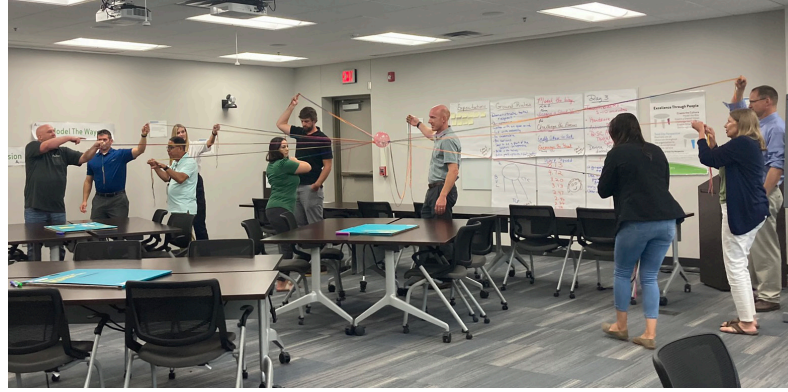
For leaders, this commitment includes creating a work culture that encourages their employees to live these values. For all employees, this culture emphasizes a Total City Perspective.



Key Attributes

- Live, exemplify, and champion the City's Excellence Through People (ETP) values in all interactions with employees and the public.
- Have personal integrity and a high sense of professional and personal ethics; lead and motivate staff by personal example.
- Understand the importance of exceptional customer service concepts and practices for employees and citizens.
- Anticipate issues, challenges, and concerns; be innovative and creative.
- Communicate effectively, both orally and in writing; be a great listener.
- Think strategically.
- Relate sincerely and effectively with fellow employees; have an open, caring personality and management style.
- Establish a dynamic and enthusiastic environment in seeking innovations and continuous improvement.

- Motivate and develop effective employee morale to assure a high level of productivity and accomplishment.
- Exemplify progressive, modern management and leadership qualities.
- Participate in professional associations and commit to professional development for self and staff; value lifelong learning.



Characteristics of the Ideal Candidate

Although it is not necessary to have experience in all areas, the ideal candidate would possess the following:

- Strong leadership qualities and administrative abilities
- High level of motivation; self-starter with exceptional interpersonal and customer service skills
- Extensive knowledge of public sector collective bargaining and budgeting
- Exceptional written and oral communication skills
- Experience working with and presenting to a City Council
- Analytical skills and attention to detail
- Sense of humor
- Inquisitiveness and the ability to ask the right questions

Compensation and Benefits Package

The salary range is \$111,832 to \$173,578 with annual performance-based merit increases. Please note that the starting salary will be determined by the candidate's experience and qualifications. However, the starting salary will not exceed \$135,000. The compensation package includes these benefits:

- Paid vacation
- Ten paid holidays annually
- Personal and family sick leave
- Comprehensive health care and dental coverage, with 90-95% contribution toward single or family health and dental coverage
- Term life insurance
- Choice of two retirement plans - defined benefit or defined contribution
- Optional deferred compensation retirement plan (MissionSquare Retirement)
- Pre-tax flexible medical spending
- Educational assistance
- Outstanding Health Promotions program
- Professional development opportunities



What Makes this Opportunity so Special?

By promoting stability, providing professional support, and rewarding innovation, the City Manager's Office cultivates an environment that encourages personal growth and development. The Assistant City Manager position is designed so the individual serving in this role will flourish. Steve Schainker has served the City of Ames for 44 years, the last 41 years as the City Manager.

Having served in the position previously, Steve understands the importance of utilizing the strengths of his assistants and the obligation for providing significant responsibilities to those who become part of his management team. As such, both Assistant City Managers are given the responsibility to directly supervise various department heads, provided the opportunity to lead high-profile projects, and granted the same budgetary authorization as the City Manager. Steve's philosophy is to provide relevant experiences so that his assistants are prepared to become City Managers.

Examples of projects include:

- Climate Action Plan development and implementation
- Oversee development of community inclusion plan
- Serve as the City staff representative on ASSET (Analysis for Social Services Evaluation Team) to analyze, plan, and coordinate community service needs.

In the City organization, it is understood that the two Assistant City Managers are empowered to make any decision that the City Manager is authorized to make.

Unique Challenges, Innovative Solutions

The City of Ames has a rich tradition of meeting its challenges with innovative solutions. Some examples of this creativity include:

- The first municipally owned waste-to-energy plant in the country
- A public transit system that provides service to more than 6.7 million riders and is uniquely funded through a three-way partnership between the City of Ames, Iowa State University and the ISU student body government
- A jointly constructed ice arena with Iowa State University
- A joint funding process with the United Way, Story County, and ISU's student government providing support to Ames human services agencies
- A partnership with Iowa State University to purchase sustainable wind power
- A public-private partnership to redevelop the business district south of Iowa State's campus

The individual selected for this position will have an opportunity to add to this heritage of creativity. It is part of our culture to continuously seek opportunities for improvement.



Community Background

Ames is located in Story County and was established in 1864. The city is located 35 miles north of Des Moines, the state capital. Ames is one of the top ten largest cities in Iowa with a 2020 population estimate of more than 66,000 people and covers an area of nearly 28 square miles. As home to Iowa State University, Ames residents enjoy access to sporting events, cultural offerings, speakers and educational opportunities, and entertainment typically hosted by much larger communities.

Ames residents have a rich history of encouraging innovative and forward-thinking ideas. Our community values creativity and innovation. For those who want the charm and convenience of a small town with the opportunities and amenities that come from a major university, Ames provides an intelligent, progressive option. Our residents believe in creating a city and a region where everyone has opportunities to discover and thrive.



Education

K-12 Public Education

Ames has a strong tradition of quality public education. The Ames Community School District consists of five elementary schools, one early childhood center, one middle school, and one high school. All five elementary schools have been rebuilt or remodeled, and Ames High School has been completely rebuilt. National and state achievement test scores show Ames students perform at a high level of proficiency. Nearly one-third of Ames High students maintain a grade point of 3.5 or higher. Ames typically produces the greatest number of National Merit Scholars in Iowa. The Ames schools attract and retain top-quality staff, and half of all teachers have master's degrees. In addition to the Ames Community School District, three smaller school districts serve areas within the city.

Arts and Entertainment

Ames is home to a variety of arts, cultural, and recreational opportunities, ranging from the University Museums to The Octagon Center for the Arts in the historic downtown area, and is also a regular stop on the international entertainment circuit. The Iowa State Center regularly features leading rock, pop, country, folk, and classical performances and popular Broadway shows.

Forward-Thinking

Ames residents have a rich history of encouraging innovative and forward-thinking ideas. Our community values creativity and innovation. For those who want the charms and convenience of a small town with the opportunities and amenities that come from a major university, Ames provides an intelligent, progressive option. Our citizens believe in creating a city and a region where everyone has opportunities to discover and thrive. Ames, Iowa, is the Smart Choice!

Higher Education

Iowa State University and its 30,000 students bring an exceptional vitality and attractiveness to the community. Iowa State University has an outstanding academic reputation and one of the most beautiful campuses in the nation. Its park-like setting covers 2,000 acres and includes over 150 buildings, some of which are on the National Register of Historic Places. Iowa State students study various curricula within eight colleges. The University also offers a wide variety of weekend and evening courses. The University is a member of the Big XII athletic conference and regularly hosts collegiate athletic contests and regional and national sporting events.



Ames - Among America's Best

Ames has been recognized nationally for offering residents a great place to live, work, raise a family, and go to school. Ames is also a great place to have fun. There are a variety of recreational opportunities including more than 1,200 acres of parks, 50 miles of bike and pedestrian trails, an aquatic center, golf courses, cultural festivals and celebrations, and many entertainment opportunities.

Ames consistently garners national recognition for its favorable economy, business climate, cost of living and sense of community.

- One of the Top 100 Best Places to Live (Livability, 2022)
- No. 32 Most Educated Cities in the Country (24/7 Wall Street, 2022)
- River Town of the Year (Iowa Rivers Revival, 2021)
- No. 1 10 Best States to Retire in 2021 (MoneyRates, 2021)
- No. 5 Best Iowa High Schools (US News & World Report, 2021)
- No. 21 Most Livable College Towns (SmartAsset, 2021)
- No. 22 Top Cities for Shorter, Better-Paid Hours (RewardExpert, 2021)
- No. 2 Top 10 Cities for Working Parents (SmartAsset, 2020)
- No. 6 Best U.S. Cities to Live in After the Pandemic (Business Insider, 2020)
- No. 15 Top 100 Places to Live (Livability, 2020)
- No. 42 Best Housing Markets for Growth & Stability (SmartAsset, 2020)
- One of the 13 Best Places to Visit in Iowa (Trips to Discover, 2020)
- Ames is officially designated as a Bird Friendly Community (2020). [Read more here](#)
- No. 6 AG Top 25: The Most Affordable College Towns for Renters (ApartmentGuide.com, 2019)
- No. 9 Top 10 Best U.S. States for Education (US News, 2019)
- No. 14 Overall Best States Rankings (US News, 2019)
- No. 7 Top 10 Cities for Career Opportunities in 2019 (SmartAsset, 2019)
- No. 4 Best Places for Millennials to Move (Reviews.org, 2019)
- No. 39 Best Small Cities for Business (Chamber of Commerce, 2019)
- No. 1 10 Best States in America for Jobs (Zippia, 2019)



Thank you for your interest in this key leadership position with the City of Ames! The City of Ames is proud to be an Equal Opportunity, Affirmative Action Employer. We welcome applications from women, minorities, and persons with disabilities.

Contact Information

To apply for this position, please submit a cover letter, resume, and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Mark R. Peterson, Vice President, GovHR USA. Position is open until filled Please direct all questions to Mr. Peterson at (309)825-5091.

Other Notable Web Sites

www.CityOfAmes.org - City of Ames
www.ameschamber.com - Ames Chamber of Commerce
www.visitames.com - Convention and Visitors Bureau
www.ames.k12.ia.us - Ames Community Schools
www.iastate.edu - Iowa State University



Smart Choice

www.CityOfAmes.org