

DEPUTY CITY MANAGER MARION, IOWA



EXECUTIVE RECRUITMENT



THE COMMUNITY

The City of Marion, (pop. 41,535), located in eastern Iowa, is one of the region's fastest-growing and most dynamic communities. Marion is part of the Cedar Rapids/Iowa City metropolitan area and offers a vibrant arts scene, a thriving Main Street, extraordinary schools, and an affordable cost of living. Marion has been named an All-Star Community by the Iowa League of Cities for four of the last five years and is consistently listed among WalletHub's Best Small Cities in America.

Marion's residents enjoy its reputation as a great place to raise a family and grow a business. The city is known for its young, educated workforce and opportunities to prosper personally and professionally. Marion is home to a wide variety of companies, ranging from small, family-owned businesses to large international firms. The community offers outstanding K-12 education opportunities, and the region offers premier opportunities for higher education with elite private colleges and universities and a renowned public research institute all within driving distance.

Residents welcome newcomers to share their excellent quality of life, which includes three National Historic Districts. The City of Marion maintains 600 beautiful acres of public green space, with plenty of manicured parks, trails, and athletic complexes to make it easy to get out and get active.

Marion boasts a thriving arts scene, including the [Uptown Artway](#), which features nine permanent public art installations in a revitalized alley, and the [Klopfenstein Amphitheater for the Performing Arts](#), which is a functional work of art itself. The City and its community partners host dozens of free concerts and events each year and in all seasons.

Marion has received numerous awards and accolades that recognize its progressive leadership, well-designed community, numerous amenities, high quality of life, and intentional community engagement and community building.

MARION BY THE NUMBERS

- Median Age: **36**
- Median Household Income: **\$72,500**
- Bachelors or higher: **36.0%**
- Square Miles: **16.05**
- Median Home Value: **\$177,200**





THE ORGANIZATION

The City of Marion operates under a Council/Manager form of government. The governing body consists of an independently elected Mayor and six City Council members, each elected for staggered four-year terms. City Council is responsible for setting policy, adopting ordinances and resolutions, approving contracts, setting goals and objectives, adopting the City's annual budget, and hiring a City Manager. The City Manager is appointed by the Council and oversees all daily operations of the City, including the City's finances, oversight of personnel and ensuring compliance with City code, state, and federal laws.

The City's executive leadership team is comprised of the leaders of the following departments: community development, engineering, finance, fire, human resources, information technology, library, parks and recreation, police, public services, and water. The City Manager's office includes the Deputy City Manager, City Clerk, Communications Manager, Event Specialist, and Executive

Assistant.

There are approximately 230 regular full-time and 170 part-time seasonal employees for the City of Marion. There are three bargaining units that represent police, fire, AFSCME employees. Marion is a full-service City with a general fund budget of \$29.9 million and all funds totaling \$112.6 million for 2022.

Marion's Vision is to be a forward-thinking city with vibrant neighborhoods and abundant opportunities for all residents, businesses, and industries. Their promise is to be the best place in Iowa to raise a family and grow a business. The Strategic Goals, as adopted by the City Council, include:

- Creating a Vibrant Community
- Efficient and Effective Government
- Economic Opportunity
- Sustainable Infrastructure
- Safe Community



THE POSITION IN BRIEF

The Deputy City Manager reports to the City Manager and provides executive-level leadership and support to the City's management team. The City Manager and Deputy will partner to assess the current reporting structure and strengthen and support the operations of the City. The Deputy City Manager will exercise a high degree of independent judgment acting under the broad direction of the manager and will be capable of representing the City with community partners.

EXPECTATIONS AND PROJECTS

The next Deputy City Manager can expect to partner with the City Manager and Executive Leadership team to:

- Plan, coordinate, and actively support the successful implementation of the City's Strategic Plan and its goals.
- Assist in assessing the organizational capacity and internal services, policies, and procedures to streamline functions and services for departments.
- Supervise daily activities for select departments.
- Execute an aggressive five-year capital improvements plan.
- Create an environment that inspires high performance and team collaboration with a focus on service and trust.
- Serve as the "second in command" to the City Manager and partner to align the operations with the mission, vision, and values of the City.

CANDIDATE REQUIREMENTS AND DESIRED QUALITIES

- A bachelor's degree in business administration, public administration, or another closely related field. Master's degree preferred but not required.
- Proven and successful city experience in the management of varied municipal operations.
- Demonstrated effective and efficient communication to multiple teams in various locations to gain alignment on vision, strategy, expectations, and accountability.
- Financial acumen to understand and provide strategic financial direction.
- Visionary and strategic mindset.





THE IDEAL CANDIDATE WILL BE

- Well-versed and knowledgeable in all aspects of local government.
- Highly collaborative with high emotional intelligence.
- Able to build and sustain relationships with a wide range of individuals, institutions, and community partners.
- A strong project manager, enthusiastic about working in a fast-paced and dynamic organization, and able to manage multiple projects and deadlines concurrently.
- A strong communicator, willing to be candid while also being respectful.
- A creative and flexible leader willing to adapt to new opportunities and challenges.
- Committed to diversity, equity, and inclusion in the City organization and the community.

COMPENSATION AND BENEFITS

The starting salary range is \$104,130 - \$153,133. The City of Marion provides a comprehensive benefits package including the IPERS-defined benefit retirement plan. Information is available at www.ipers.org. Find full benefits information at www.cityofmarion.org/hr.

HOW TO APPLY

Interested candidates should apply online by June 10, 2022, and provide a resume, cover letter, and contact information for five work-related references at www.govHRJobs.com to the attention of Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: (224)282-8314 and/or Don Tripp, Vice-President, Tel: (515) 202-8388.

The City of Marion, Iowa is an Equal Opportunity Employer.