The City
Muscatine, (pop. 23,819) is a full-service city located on the banks of the Mississippi River in Eastern Iowa. Muscatine is a community rich in history and beauty. The City was once the world leader in the pearl button manufacturing industry and is known as the “Pearl of the Mississippi.” Samuel Clemens (Mark Twain) was once a resident and recalled “And I remember Muscatine – still more pleasantly – for its summer sunsets. I have never seen any, on either side of the ocean equaled them.”

Today, Muscatine has an active downtown riverfront which includes a boat harbor and marina. Muscatine has two national historic districts and two cultural and entertainment districts. The Muscatine Art Center is an accredited institution that houses works by Grant Wood, Georgia O’Keefe and Allan Houser, as well as a collection of European masters. The Muscatine History and Industry Center traces the economic history of the city from its beginnings as a trading post for Native Americans to becoming the home of national and international businesses. Muscatine also offers an array of cultural opportunities rivaling larger metropolitan areas including the Muscatine Center for Performing Arts, Muscatine Symphony Orchestra, Pearl City Players Theatrical Society and Masquers Community Theater.

The City has outstanding parks and recreational amenities. There are 21 parks, 12 playgrounds and 10 miles of active trails. The Muscatine Soccer Complex draws teams from across the region and the country. The City owns and operates the Kent Stein baseball/softball complex, Muscatine Aquatic Center, and excellent municipal golf course and disc golf course.

The City is an economically strong business center, where several Fortune 500 and Fortune 1000 companies have chosen to locate. HNI, Kraft-Heinz, Bayer, Kent Corporation and Musco Lighting are just a few of the companies that call Muscatine home. Muscatine is strategically located within 40 minutes of both Iowa City and Davenport and offers an excellent quality of life, strong schools and amenities for all.

**MUSCATINE FACTS AND NUMBERS:**

- Median Age: 35.6
- Number of Households: 9,382
- Median Household Income: $56,571
- Median Single-Family Home Value: $137,295
- Square Miles: 49.77
The Position in Brief
The City Administrator carries out the City’s daily operations and the policies as adopted by the Mayor and City Council. Additionally, the City Administrator advises the Mayor and Council on the financial condition of the City, supervises the preparation of the annual budget, supervises city employees and makes personnel recommendations and provides overall direction and guidance to the organization.

The Organization
Muscatine is governed by a Mayor and 7-Member City Council. The Mayor is elected for a two-year term. Five Council Members are elected by Ward and Two Council Members are elected at large. The Council Members are elected for staggered four-year terms.

The City Administrator is appointed by the City Council. The City Administrator is responsible for the appointment of all department heads and development of the $21.6 M general fund and $67M all funds budget. The City has approximately 229 FTEs. The City has four unions representing employees in police, fire, public works, water and pollution control.

The City of Muscatine is a full service and included the departments of Community Development, Finance, Parks and Recreation, Wastewater, Public Works, Police and Fire. The City Administrator’s office also included Human Resources/Risk Management and Communications. Operations also include the City owned Musser Public Library and Muscatine Art Center/Musser Museum. The Library and Arts Center also have independent boards whose members are appointed by the Mayor and Council.

Expectations and Projects
The next City Administrator is expected to be a strategic and visionary leader who will foster a strong working relationship between the Mayor, the City Council and the City staff. The next City Administrator will have demonstrated experience in managing and developing budgets as well as overseeing staff to ensure key goals are met. In addition, the next City Administrator will have an opportunity to be engaged in or lead the following city initiatives:

- Oversight of the Grandview Corridor Redevelopment Project in 2021.
- Ensuring the completion of the downtown street improvement projects and guide the implementation of the Riverfront Master Plan, including options for Carver Corner.
- Continue the City’s separation of sanitary and storm sewers.
- Plan, design and seek funding for a potential third fire station.
- Develop opportunities for employee engagement and succession planning.
- Develop strategies for economic development to meet housing needs, increase retail options and job creation for the community.
- Support sustainability efforts such as the Muscatine Organic Recycling Center and Muscatine Area Resource Recovery for Vehicles and Energy.
- Engage the Mayor, Council and City staff in a City-Wide Strategic Planning Effort.
- Develop strategies to enhance community engagement and communication among a variety of stakeholders.
Candidate Qualification Criteria
The following education, experience, leadership and management criteria have been identified as important skills and abilities for the successful candidate to possess.

Must Haves:
- A Bachelor’s degree in public administration, public policy or related field; MPA preferred; A Master’s degree is preferred.
- A minimum of five to seven years of executive level experience, preferably in an organization of a similar size.
- The ability to mentor, lead and develop staff.
- Excellent interpersonal and communication skills, able to connect with and relate to a wide variety of individuals.
- Strong financial management skills, with demonstrated ability to develop and administer operating and capital budgets.

The Ideal Candidate Will Be:
- A highly collaborative leader with a communicative, team-oriented management style.
- An ethical and professional manager able to inspire the confidence of elected officials, city staff and the general public.
- An open, transparent and proactive communicator with the Mayor and Council, city staff and the community at large.
- Be “easily accessible” and approachable to all within the organization and outside of the organization. Be a good listener.
- An innovative and strategic leader able to anticipate challenges, consider new approaches and adapt to change.
- Able to build strong partnership and relationships with a wide variety of stakeholders.
- A strong and fair leader who can establish expectations and hold individuals accountable to meet those expectations.

Compensation & Benefits
Salary Range is $140,000 – 170,000 +/- DOQ. The City provides an excellent and comprehensive benefits package.
HOW TO APPLY
Interested candidates should apply online at www.GovHRjobs.com by May 15, 2020 with resume, cover letter and five professional references to:

Charlene Stevens, Senior Vice President
GovHR USA
630 Dundee Road, #130
Northbrook, IL 60062
Tel: 847-380-3240.

The City of Muscatine is an Equal Opportunity Employer.