CITY ADMINISTRATOR

WINDSOR HEIGHTS, IOWA

EXECUTIVE RECRUITMENT
The Community

Windsor Heights, (pop. 4,990) is a full-service city located within the Des Moines Metropolitan Area. The Des Moines region is one of the fastest growing metropolitan regions in the Midwest. The region offers numerous recreational and cultural amenities, affordable living, high quality schools and access to higher education through institutions such as Des Moines Area Community College, Grand View College, Simpson College, Drake University and Iowa State University.

With its strategic location adjacent to downtown Des Moines, Windsor Heights offers a high quality of life, excellent schools and easy access to all the region’s amenities. The City has a distinctive niche as a quality small community in the heart of the larger metropolitan area. The location offers affordable housing, business opportunities and a strong sense of community. Windsor Heights residents are active and engaged in the community. The City has convenient shopping, great school and beautiful parks. The City also has one of the busiest stops for the Des Moines Area Regional Transit Authority (DART), the largest public transit agency in Iowa.

Windsor Heights creates community-centric events and strong volunteer support. The Windsor Heights Community and Events Center, located in Colby Park hosts special events such as Movies in the Park, July 4th Celebration, Oktoberfest and Windsor Wonderland. The park also includes tennis courts, a baseball diamond and playground designed by kids.

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 City Administrator has four direct reports: Public Safety, Finance, City Clerk and Public Works.

The Organization

The City of Windsor Heights operates under a home rule charter that establishes a mayor-council form of government. The Mayor is the Chief Executive Officer of the City and is responsible for policy administration, with the assistance of an appointed professional City Administrator. The five Council Members and Mayor are elected at large for staggered four-year terms.

Windsor Heights has a general fund budget of $3.2 M with all funds totaling approximately $11.5 M and has 30 FTEs. The City recently approved a Local Options Sales Tax which will be used to provide property tax relief and to fund capital infrastructure projects.

Windsor Heights Facts and Numbers

- Median Age: 41.1
- Median Household Income: $59,148
- Median Property Value: $182,500
- Square Miles: 1.41
Expectations and Projects
The next City Administrator be expected to:

- Work with the Communications Manager to develop a pro-active communications strategy and support for the 2020 Capital Projects which include four major street reconstructions.
- Develop short- and long-term strategies for improved community engagement and communications.
- Develop a plan to manage aging infrastructure including funding mechanisms.
- Leverage regional funding opportunities for local projects.
- Assess opportunities for shared service delivery models with neighboring communities.
- Develop a plan for employee recruitment, retention and development to ensure continued high-quality public services.
- Work with the business community, including the Chamber of Commerce to identify opportunities for development and redevelopment of commercial areas in the City.
- Provide guidance to the Mayor and Council in developing an economic development strategy including the use of potential business incentives.

The Ideal Candidate
Candidate Must Haves:

- A Bachelor’s Degree in public administration, public policy or related field; MPA preferred.
- Highly developed interpersonal and communication skills.
- A minimum of three to five years of experience in a senior management role.
- Experience developing and administering budgets, including capital budgets.
- The ability to mentor, lead and develop staff.
- Previous experience with economic development, particularly redevelopment.

The Ideal Candidate Will Be:

- A collaborative leader willing to engage in the community and the region with demonstrated ability to build and maintain partnerships.
- A diplomatic and tactful leader; able to manage stakeholder expectations.
- An innovative manager able to maximize sometimes limited resources.
- An ethical and professional manager able to lead, mentor and develop staff.
- A strategic thinker able to anticipate challenges and adapt to change.
- A proactive communicator with the Mayor and Council, city staff and the community at large.
Compensation, Benefits and the Organization’s Culture

The City of Windsor Heights has an excellent team of relatively new department directors who are committed to teamwork and to strengthening the Windsor Heights organization and community. The next City Administrator should be committed to working collaboratively and to developing and mentoring staff.

The starting salary range is $115,000 – $125,000+/-DOQ. The City provides an excellent benefit package.

How to Apply

The recruitment for this position is being handled by GovHR USA. Candidates should apply by May 29, 2020 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of:

Charlene Stevens, Senior Vice President
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