

The City of Onawa, Iowa seeks to hire a City Administrator. Onawa (pop. 2814) is a full-service city with electric distribution, and 25 full-time employees. This position requires at minimum, a Bachelor's degree in public administration or a related field plus 3 years' experience in local government, or an equivalent combination. Experience in utilities, budgeting, TIF, government finance, and knowledge of governmental process & requirements required. Appointed by City Council and reports to Mayor. Salary plus benefits including health, life, & dental insurance, IPERS, and a vehicle. Visit [Onawa.com](http://Onawa.com) for information & application form. Pre-employment physical & drug screen required. Position open until filled with 1<sup>st</sup> review of applications after October 18, 2024.

Send letter, application and resume to [employment@onawa.com](mailto:employment@onawa.com) or Personnel Committee, 914 Diamond St, Onawa, IA 51040. Applicants may request their application be kept confidential and their qualifications reviewed and discussed in closed session. Questions call 712-433-1181.



**City of Onawa**  
**Employer's Job Description**  
(Revised 2024)

**Name:** \_\_\_\_\_ **Department:** Administration  
**Position Title:** City Administrator **Pay Grade:** TBD by the City Council  
**Status:** Salaried / Exempt **Reports To:** City Council / Mayor

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**Primary Purpose of Position**

The primary purpose of this position is responsible for all general and overall administrative supervision and direction of City operations and for the implementation of City Council policy and programs and acts as chief advisor to the City Council. Prepares & administers the City budget; plans programs & acquisitions and performs various public relation functions.

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the City Council or Mayor.**

**Essential Duties and Responsibilities**

- Formulates and recommends policies, programs and procedures deemed necessary or expedient to provide for good government and the welfare of the community.
- Supervises employees of the City as indicated in the Organizational Chart
- Reviews, provides data and advises the City Council in all matters before them to ensure that accurate and complete information is available for consideration.
- Works under the legislative direction of the City Council and administrative direction of the Mayor.
- Supervises, directs and controls departments, officers and employees of the City to provide for the productive and efficient operation of City functions
- Maintains liaison and cooperative relationship with citizens, community groups and other agencies and organizations to maintain good public relations and advance the goals and objectives of the City.
- Supervises and administers all contracts for work and the purchase of materials, services and supplies to ensure the same quality and character called for by contract.
- Keeps the Council fully advised of financial and other conditions of the City, and of its future needs
- Directs the fiscal and investment programs to insure fiscal stability and viability
- Plans and supervises the construction, improvement, repairs and maintenance of all City property, capital improvements and undertakings of the City to insure efficiency and effectiveness.
- Develops, prepares and presents the annual City budget for consideration and adoption by the City Council reflecting the needs of the community and available resources.
- Administers the City Council adopted budget.
- Investigate, as directed by the Mayor or Council, the affairs and conduct of City departments, agencies, offices and employees as deemed necessary to ensure the lawful, proper and ethical operation of the City.
- Attends all meetings of the City Council
- Advises Council on questions relating to City Code and policy
- Implements and administers City Council approved measures
- Develops and administers the personnel programs of the City
- Recommend to the Council action regarding officers, employees, or organizational structure of the City
- Administers discipline and/or discharge of employees at direction of Council, as provided by law
- Receives and acts on citizen's requests and complaints as required
- Performs other duties and assumes other responsibilities as apparent or assigned or as provided by law or ordinance or directed by the City Council or Mayor

**Essential Knowledge and Abilities**

- Principles, practices and ethics of local government administration
- Procedures, standards and current developments of effective and efficient local government.
- Plan, organize, staff, direct, coordinate and evaluate local government programs, policies and procedures.
- Develop and prepare annual budget and administer financial programs.
- Establish and maintain effective working relationships with public officials, the general public, community groups, the news media and staff

- Communicate and cooperate with City Council, citizens, departments, boards, commissions, and staff under jurisdiction of the City Council

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and Bachelor degree in public administration or a related field plus three (3) to five (5) years progressively responsible experience in local government administration or operation, or any equivalent combination of training and experience. Valid Iowa motor vehicle operator's license and proof of insurance.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively and professionally with the employees, public, personnel, and City Council and Mayor.

### **Judgment and Situational Reasoning**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise judgment, decisiveness, integrity and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Compliance with regulations, employee handbook, city policies & procedures, union contract, and directives from the city council or Mayor.
- Ability to maintain confidentiality in performance of duties.

### **Physical Requirements**

Regular and punctual attendance during working hours and at all required meetings.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Ability to occasionally bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file documents. Must possess the ability to frequently lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Must possess the ability to occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Conditions**

City Administrator works primarily indoors but supervises employees throughout the City's departments including employees who may be working outdoors. Ability to work inside and in comfortable conditions and under moderately safe conditions with slight risk of injury.

### **Compliance**

Compliance with applicable laws, rules, regulations, policies, procedures, directives, and employee handbook.

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City of Onawa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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**Employee Acknowledgement**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date Signed



**CITY of ONAWA  
APPLICATION FOR EMPLOYMENT**

**"CITY of ONAWA IS AN EQUAL OPPORTUNITY EMPLOYER"**  
Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on the application is intended to secure information to be used for such discrimination.

**THIS IS A FILLABLE FORM. PLEASE TYPE IN THE INFORMATION TO FIT THE SPACES.**

**GENERAL INFORMATION**

Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever filed an application at the City of Onawa before?  Yes  No

If yes, give the date \_\_\_\_\_  Yes  No

Have you ever been employed at the City of Onawa previously?  Yes  No

If yes, give date & department \_\_\_\_\_

Are you currently employed?  Yes  No

***In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Applicants are subject to background checks.***

Employment desired:  Full-time  Part-Time  Temporary

When are you available for work? \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, explain: \_\_\_\_\_

**VETERANS PREFERENCE**

Chapter 35C, Code of Iowa, provides certain rights, including preference in hiring if equally qualified, to certain veterans of the U.S. Military Service. Qualifications for these rights is defined by the statute.

Are you a veteran of the United States military service?  Yes  No

If yes, did you receive an honorable discharge?  Yes  No

Are you a member of the Reserves or National Guard?  Yes  No

Branch of Service and dates of Active Duty: \_\_\_\_\_

***Any person who may wish to claim a Veterans Preference must submit a copy of a certified form DD214 by the deadline set for the receipt of applications for the position of which the person is applying.***

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS	MAJOR or DEGREE	CHECK IF GRADUATED
High School					
College					
Graduate School					
Bus. Or Trade School					
Professional School					

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**DRIVER'S LICENSE** (Only for positions which require driving or travel is required for the position)

Do you have a driver's license?  Yes  No

Driver's License # \_\_\_\_\_ State of Issued \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a Commercial Drivers License (CDL)?  Yes  No If yes, type: \_\_\_\_\_

CDL Endorsements: \_\_\_\_\_

Have you had any accidents during the past three (3) years?  Yes  No How many? \_\_\_\_\_

Have you had any moving violations during the past three (3) years?  Yes  No How many? \_\_\_\_\_

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g. fluency in other languages, licenses, specialized training, apprenticeships, or job-related military training.

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Can you provide verification for the special skills?  Yes  No



**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Exclude organization names which indicate race, religion, color, national origin, age, sex, disability, sexual orientation, or veteran's status.

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b> From:	To:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b> From:	To:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b> From:	To:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

**REFERENCES:**

Please list two (2) references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

**Your application will remain confidential unless you agree to disclosure by signing below**

**I agree to allow this application to be subjected to disclosure, check the box and sign next to it.**

\_\_\_\_\_ Date Signed  
Signature of applicant

**Check the box and sign below to give the City of Onawa the authority to contact any previous employers.**

\_\_\_\_\_ Date Signed  
Signature of applicant

**WAIVERS AND DISCLOSURES**

**Please read each section carefully sign below and date**

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
Signature of Applicant Date Signed

**This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**

**Thank you for applying to the City of Onawa**