

The City of Onawa seeks to hire an Economic Development / Parks & Recreation Director. This is a full-time administrative position under the direction of the Onawa City Council. Minimum requirements include a degree in business, finance, accounting, or relevant field; or 2-3 years supervisory experience in a related field. Must also obtain a Certified Pool Operator license. Salary plus benefits including health, life, & dental insurance, and IPERS. 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 application and resume to [employment@onawa.com](mailto:employment@onawa.com) or Personnel Committee, 914 Diamond St, Onawa, IA 51040. Questions call 712-433-1181.



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

<b>Name:</b> _____	<b>Department:</b>	Economic Development & Parks
<b>Position Title:</b> Economic Development Director / Parks & Rec Director	<b>Pay:</b>	TBD
<b>Status:</b> Salary / Exempt	<b>Reports To:</b>	Mayor / City Council

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### **Primary Purpose of Position**

This is a full-time administrative position that is under the direction of the Onawa City Council. An economic development director assists in supporting the City's economic development program and redevelopment activities, including efforts focused on the retention and expansion of existing business and efforts to bring in specific targeted businesses to the City; coordinates with City staff and developers to include the preparation of development agreements, develops and executes marketing and business development efforts, coordinates with other State, County and City agencies, and follows-up on business leads/interested parties. The Economic Development Director also serves as the Parks & Recreation Director.

### **Essential Duties and Responsibilities**

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

#### **ECONOMIC DEVELOPMENT:**

- Direct and implement a community economic development plan including vision, goals and objectives
- Support economic development initiatives and committees
- Develop economic profiles of the region and community
- Research and provide recommendations on economic development opportunities
- Develops partnerships and joint ventures within the community to create and promote opportunities
- Promotes economic development opportunities to local businesses, individuals and organizations
- Facilitate the development of job creation projects
- Conduct surveys and research on market opportunities
- Attend training and career development opportunities to expand knowledge and network
- Research private and public sector funding opportunities and their eligibility requirements
- Prepare grant proposals for funding to support community economic development
- Provide information and statistics to aid in business planning, market analysis and opportunity identification
- Assist with financial & marketing planning
- Maintain files and records on local businesses and economic development opportunities
- Develop and maintain a business registry
- Ongoing maintenance of City website and media
- Assists with development of annual department budget
- Related duties or assignments as directed

#### **PARKS & RECREATION:**

- Plans, formulates and recommends short and long-range maintenance and capital improvement programs that will improve the City's Parks & Recreation facilities
- Advises management and elected officials of the status of public facilities
- Plans, supervises and reviews the activities and functions at public facilities
- Plan, supervise, direct, teach and review staff of the Parks, Pool, Community Center, and other public facilities

- Supervises maintenance contracts
- Works with other departments on the maintenance of these facilities
- Maintain a positive relationship with all city departments, officials, co-workers and subordinates
- Assists with development of annual budget for Parks and Community Center
- Monitors spending of these facilities' functions to keep within approved budget
- Informs the Administrator of department operations and developments that they need to know for effective management of the City
- Knowledge of materials and equipment used in the Parks & Recreation facilities' operations
- Other related duties or responsibilities as directed or assigned

### **Minimum Experience & Education Required to Perform Essential Job Functions**

High school diploma or GED and a minimum degree in business, finance, accounting, or relevant field; or 2-3 years supervisory experience in a related field can take the place of the education requirement. Must obtain and maintain a Certified Pool Operator license for the duration of employment.

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

#### **Language Ability and Interpersonal Communication**

- Ability to communicate effectively with City Council, City personnel, businesses, residents, and the general public.

#### **Judgment and Situational Reasoning Ability**

- Ability to use integrity, rational reasoning and a professional demeanor in dealing with all aspects of this position.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of economic development or enhancement.
- Ability to maintain confidentiality in performance of duties.

#### **Physical Requirements**

- Regular and punctual attendance during working hours and at required meetings.
- Ability to work and conduct business and perform required tasks and projects in a variety of settings, including office space, outside environment, and travel as required. Must be able to 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 50 pounds.

#### **Environmental Conditions**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

#### **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. Please refer to the employee handbook and union contract for additional information.

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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.

\_\_\_\_\_  
Eco Dev / Parks Director

\_\_\_\_\_  
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.**

\_\_\_\_\_

\_\_\_\_\_

Signature of applicant

Date Signed

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

\_\_\_\_\_

\_\_\_\_\_

Signature of applicant

Date Signed

**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**