



CITY OF HOLSTEIN

PO Box 500 • 119 S Main St
Holstein IA 51025

Ph: 712-368-4898 • Fax: 712-368-2782

administrator@holsteiniowa.org • holstein@netllc.net

Thank you for your interest in the City Administrator position for the City of Holstein. The following will need to be completed and received at City Hall no later than Wednesday, October 31st, 2018, at 5:00 PM. Submission may be made via e-mail, mail, fax, or in person.

- City of Holstein Application for Employment; completed and signed
- Pre-Employment Background Check Release Form – Signed
- Pre-employment Consent for Criminal Background and Driving Record Check Authorization/Waiver/Indemnity – Completed and signed
- Cover Letter
- Resume
- Three Professional References

Please don't hesitate to contact Kay Hanson, City Administrator with questions.

A handwritten signature in cursive script that reads "Kay Hanson".

Kay Hanson
City Administrator

CITY ADMINISTRATOR – FT position requires multi-level budgetary and financial work and responsibility for implementation of policies established by City Council and day-to-day administrative operations of city business. Employee must be a strong leader, outgoing, personable and public oriented. Bachelor's Degree in Business or Public Administration or closely related field preferred. Municipal government, finance or accounting, Planning and Zoning, and Economic Development experience preferred. Salary negotiated DOQ. For complete job description, application and waiver forms, contact City of Holstein, IA (pop. 1396) 712-368-4898 or administrator @holsteiniowa.org. DEADLINE October 31, 2018. EOE.

**CITY OF HOLSTEIN
ADMINISTRATOR
POSITION DESCRIPTION**

SUPERVISORS: MAYOR AND CITY COUNCIL

DEPARTMENT: ADMINISTRATION

Position Summation

This is a highly responsible and demanding managerial position involving multi-level budgetary and financial work and overall responsibility for implementation of policies established by the City Council.

The work is performed under the general direction and supervision of the City Council but extensive leeway is granted for the exercise of independent judgment and initiative.

The nature of the work performed requires that an employee establish and maintain close cooperative working relationships with the Mayor, members of the City Council, City department supervisors, other supervisory personnel, City employees, other local, state, and federal government officials, local businesses, local organizations and the general public.

The City Administrator supervises all City personnel through Department Supervisors. Supervisory responsibilities are conducted in accordance with City policies and applicable laws.

Essential Work (Illustrative only-not all inclusive)

- Leadership is a necessity in the guidance and direction of the Council for the best course of action in implementation of all City decisions, projects and goals;
- Maintain the City's budget and financial operations;
- Develops goals, plans and service measurements to address the City's needs in conjunction with the Mayor and City Council and department supervisors;
- Identifies the costs, timing and other key issues involved in meeting the City's needs;
- Develops recommendations for enhancing the City's operations and services in collaboration with the Mayor, City Council, City department supervisors, and other personnel;
- Collaborates on the annual City financial plan, capital improvement plan, strategic and emergency plans;
- Provides assistance to the City Council and department supervisors in developing and presenting budgets based on planned service levels and programs;
- Collaborates on both short-range and long-term operational and financial plans for the City in conjunction with the City Council and department supervisors;
- Coordinates and cooperates with other units of government and provides assistance to both elected and appointed City officials in program development and coordination of intergovernmental policies, programs, and operations;
- Collaborates with City Commissions and Boards regarding planning and zoning, land use, and economic development;

- Analyzes and evaluates effectiveness of City operations, services and programs and reports to Mayor and City Council;
- Advises City Council regarding cooperative efforts with other units of government, public-private sector partnerships, privatization efforts, consolidation of services, and related issues;
- Conducts studies of the City's organization, procedures, policies, and facilities and recommends policies and procedures for consideration by City Council;
- Represents the City in a variety of settings at city meetings and public relations meetings, conferences, and workshops as requested and authorized;
- Attends City Council meetings and other sessions as necessary and records proceedings;
- Responsible for reporting, filing, indexing and safekeeping of all proceedings of City Council and other legally required information and collects proper signatures as required on legal documents;
- Recruits, interviews, appoints, motivates, evaluates, and disciplines all City personnel in accordance with adopted policies of the City Council and the laws of the State of Iowa;
- Assigns, prioritizes, schedules, directs, supervises, motivates and evaluates the work of all City department supervisors in accordance with adopted policies and procedures of the City Council;
- Processes and issues permits and licenses required by the State or City Code that are issued by the City Hall;
- Oversees or publishes notices and public hearings as required by law and council direction and policy;
- Prepares agenda and supporting documents for council meetings;
- Prepares and submits all mandatory City, State and Federal reports;
- Compiles necessary documents for annual audit examination;
- Performs administrative/financial work as required: nuisances, website updates, code monthly bills, verify monthly bank reconciliation, review and verify employee payroll hours, etc.
- Performs any and all related work as necessary

Required Knowledge, Skills, and Abilities

- Knowledge of public management, organization, and administrative theories, at the local government level;
- Knowledge of the organization, function, and methods of operation of the City Council and operational departments;
- Knowledge of City government finance and administration, including state and national laws affecting the operations of the City;
- Skill in listening and understanding the personnel and organizational needs of City departments and divisions and their supervisory personnel;
- Skill in interpersonal communications and persuasion;

- Skill in diplomacy when responding to public complaints, nuisances, zoning and building permits, etc.;
- Skill in team, organization and goal development and project follow-through;
- Proficient in computer use in Word documents, Excel spreadsheet and related software applications appropriate to assigned duties, copier, scanner, fax, calculator; and multi-line telephone and all other office equipment as necessary to perform the job;
- Ability to communicate effectively to guide and direct Council in presentation of facts and information needed to make decisions on City business
- Ability to communicate well with others both verbally and written, using both technical and non-technical language;
- Ability to plan, organize, prioritize, motivate and evaluate the work of others;
- Ability to teach and encourage others to learn new practices and procedures to accomplish work objectives;
- Ability to establish and maintain effective and cooperative relations with the Mayor, City Council, City department supervisors, City employees, their representatives, local businesses and organizations, and the general public;
- Ability to prepare accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or verbal instructions;
- Ability to learn quickly and implement new procedures, policies, skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to multi-task and concentrate on a wide variety of management and administrative tasks with multiple interruptions, set-backs and deadlines and provide extreme accuracy and attention to detail;
- Ability to diplomatic, an effective communicator and knowledgeable public servant;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in Business or Public Administration or a closely related field
- Three (3) years of progressively responsible municipal management experience
- Or an equivalent of experience, education and training that would provide the level of knowledge and ability required for the position

Required Special Qualifications

- Have or be able to obtain, a valid Iowa State motor vehicle operator's license
- Must reside within thirty (30) minutes of Holstein. Residency in the City of Holstein is strongly preferred
- Must be able to successfully pass a background check

Essential Physical Abilities

- Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Mayor, City Council, City department and division supervisors, and employees; local businesses and organization, and the general public;
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written correspondence, reports, and related materials in both electronic and hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit various other facilities in the City;
- Scheduled office hours are 8 AM to 5 PM Monday-Friday, with additional attendance at Council Meetings, Boards and Commissions meetings, public relations meetings, conferences, and workshops as requested and authorized;
- Ability to stoop and bend, reach, stretch, sit for extended periods working on a computer and otherwise move about the job site for the performance of assigned duties, must be able to sit and listen for prolonged periods;
- Must be able to occasionally lift objects weighing up to thirty (30) pounds and carry them up to five (5) feet unassisted.



CITY OF HOLSTEIN

Employment Application

An Equal Opportunity Employer/Program

APPLICANT INFORMATION - PRINT NEATLY AND COMPLETE ALL BLANKS

Last Name		First		M.I.		Date	
Street Address				Apartment/Unit #			
City		State		ZIP			
Email		Cell Phone		Home Phone			
Date you can start		Social Security No.		Desired Wage			
Position Applied for							
Are you 18 years or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you legally able to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you a military Veteran?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, Dates of Active Duty				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				

EDUCATION

High School			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have a GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES

Please list three professional references (employers or business associates)

Full Name			Relationship		
Company			Phone	()	
Address					
Full Name			Relationship		
Company			Phone	()	
Address					
Full Name			Relationship		

Company				Phone	()
Address					
PREVIOUS EMPLOYMENT					
Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
DISCLAIMER AND SIGNATURE					
I certify that my answers are true and complete to the best of my knowledge.					
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.					
I understand that an offer of employment is contingent on good results from a background check, references and drug test.					
Signature				Date	

INFORMATION PERTAINING TO THE PRE-EMPLOYMENT BACKGROUND CHECK RELEASE FORM

Individuals who apply for employment with the City of Holstein shall be subject to a background investigation. To facilitate the background investigation, applicants are requested to sign a release authorizing the City of Holstein to access information which it may deem relevant to an employment decision.

The City of Holstein may seek the following types of information:

- a. Information about your previous employment during the last 5 years;
- b. Information about your educational background (if relevant to the position for which I am applying);
- c. Reference checks from previous employers or personal reference checks;
- d. Professional or other type of license, if a prerequisite for the position;
- e. Federal, State & Local Tax Information;
- f. Credit Information; and
- g. Any other background information considered necessary by the agency (i.e., professional standing, if relevant to the position for which you are applying, provided that the basis for obtaining such information is not arbitrary or capricious.

The information you supply will be used principally to aid in the completion of an investigation to determine your fitness for employment with the City of Holstein.

The information you provide is voluntary, however, your failure to authorize release of such information may mean that the required information cannot be obtained to complete your investigation. Without a completed pre-appointment investigation a position cannot be filled in an applicant's case. The information obtained and developed through investigation may be furnished to designated officers and employees of the City of Holstein for employment purposes including an access determination, an evaluation of qualifications and suitability to the City of Holstein.

CITY OF HOLSTEIN
AUTHORIZATION FOR RELEASE OF INFORMATION FOR PRE-EMPLOYMENT CHECK

[Carefully read this authorization to release information about you, then sign and date it in ink.]

This release, as transmitted to me by a duly-authorized representative of the City of Holstein, constitutes my consent and authority to examine and obtain copies, abstracts of records, or receive statements and information regarding my background. Specifically, I hereby authorize the release of the following information or records to a duly-authorized representative of the City of Holstein considering me for employment:

- A. Information about my previous employment during the last 5 years;
- B. Information about my educational background (if relevant to the position for which I am applying);
- C. Reference checks from previous employers or personal reference checks;
- D. Professional or other type of license, if a prerequisite for the position;
- E. Federal, State & Local Tax Information;
- F. Credit Information; and
- G. Any other background information considered necessary by the agency (i.e., professional standing, if relevant to the position for which I am applying), provided that the basis for obtaining such information is not arbitrary or capricious.

I give this authorization for the release of the information above in connection with a tentative offer of employment made by the City of Holstein. I further authorize the custodians of records and other sources of information pertaining to me to release the information upon formal request. I authorize the release of this information regardless of any previous agreement to the contrary. I understand that the information released by the custodians of records and other sources of information are for official use by the City of Holstein, only for the purposes of employment, and that it may be re-disclosed by the City of Holstein only as authorized by law or regulation.

I acknowledge that a telephone, facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county, and local government agencies and authorities, and private organizations.

Copies of this authorization that show my signature are as valid as the original release signed by me. I understand that this authorization is **valid for 1 year** from the date signed, or upon the termination of my affiliation with the City of Holstein, whichever is sooner.

Signature of Applicant

Date

Printed Name of Applicant

CITY OF HOLSTEIN

Pre-employment Consent for Criminal Background and Driving Record Check Authorization/Waiver/Indemnity

I hereby give my permission to the City of Holstein, IA to obtain information relating to my criminal history and driving record. The criminal history and driving record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for a paid position with the City of Holstein, IA. I also understand that as long as I remain an employee with the City of Holstein, the criminal history and driving records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and driving records as received by the City of Holstein, IA and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history and driving record could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Holstein, IA and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes and actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the City of Holstein, IA) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee of the City of Holstein, IA.

Signature of Applicant

Date

Printed Name of Applicant

Driver's License #

Date of Birth

Social Security #