



The City of Mitchellville Iowa invites applications for the position of: City Administrator

Salary Range: \$80,000 - \$88,000

Open Date: May 20, 2026

Close Date: May 30, 2026

Information

The City of Mitchellville is seeking a professional, collaborative, and community-minded leader to serve as City Administrator. The City Administrator advises and directs the Mayor and City Council on current issues and future needs, provides recommendations and alternative solutions, oversees City operations and personnel, coordinates implementation of Council policies and directives, and helps guide the overall direction of the community.

The ideal candidate will be a steady, solution-oriented leader who values transparency, teamwork, professionalism, and accountability. Mitchellville is seeking an individual who can foster a positive workplace culture, build trust with staff, elected officials, and residents, and help move the organization forward in a constructive and productive manner.

Qualifications

- Bachelor's degree or higher in accounting, finance, public administration, business administration, or a related field preferred
- At least five (5) years of related municipal government experience preferred
- **Equivalent combinations of education and experience may be considered**
- Must possess the knowledge, skills, and abilities necessary to manage municipal operations
- Must be bondable
- Must be available for off-hour emergencies
- Must pass a post-offer physical, drug screening, and background check
- Residency within Mitchellville city limits may be required within six months of hire

Desired Knowledge, Skills, and Abilities

The ideal candidate will possess the following qualifications and leadership attributes:

- Economic development experience with the ability to identify and implement innovative strategies for community growth
- Strong leadership, communication, collaboration, and conflict resolution skills
- Experience in budgeting, financial management, forecasting, and fiscal oversight
- Experience managing capital improvement and infrastructure projects
- Knowledge of strategic planning, capital planning, TIF, urban renewal, and grant administration

- Ability to build positive working relationships with staff, elected officials, residents, community organizations, and regional partners
- Ability to foster a respectful, team-oriented, and accountable workplace culture
- Demonstrated professionalism, consistency, and sound decision-making during organizational challenges and periods of change
- Ability to negotiate annexation agreements and promote effective intergovernmental cooperation

General Duties and Responsibilities

The City Administrator is responsible for the administration of the day-to-day operations of the City and municipal government, including but not limited to the following duties:

- Administer and oversee municipal operations, City services, and personnel administration
- Advise the Mayor and City Council on current issues, future needs, policies, strategic planning, and operational matters
- Implement and administer City ordinances, resolutions, policies, directives, the Comprehensive Plan, and Capital Improvement Plan
- Oversee capital improvement projects, infrastructure maintenance, and economic development initiatives
- Supervise financial operations including budgeting, financial reporting, audits, investments, purchasing, payroll oversight, and required state and federal reporting
- Prepare and submit grant, loan, and funding applications
- Oversee human resources administration including employee benefits, onboarding, workers' compensation, and policy administration
- Prepare agendas, ordinances, resolutions, reports, and supporting materials for Council meetings and attend all regular and special meetings
- Serve as liaison to boards, commissions, community organizations, consultants, and regional agencies
- Representing the City on county and regional boards and attending professional training and development seminars (where approved)
- Serve as Zoning Administrator for the City, including coordinating zoning and development review processes, preparing agendas, attending meetings, and processing zoning, annexation, plat, and variance requests
- Process licenses, permits, tax abatements, fuel tax refunds, and other regulatory filings as required

Application Process

Applications will be accepted through the required 10-day posting period. Applicants must submit:

- City of Mitchellville General Employment Application, Resume, Cover Letter & References

Applications may be submitted to:

City of Mitchellville

204 Center Avenue North

Mitchellville, IA 50169

or by email to:

Clerk@mitchellville.org

Applications are available:

- In person at City Hall, By email request or on the City website: mitchellville.org

For questions regarding the position, contact City Hall at (515) 967-2935.

Disclaimer:

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed.

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Iowa Code Chapter 35C – Veterans Preference in Public Employment:

The City provides preference for qualified veterans and eligible spouses in accordance with Iowa law. Applicants claiming veterans' preference must provide required documentation at the time of application as specified by Iowa Code Chapter 35C.