

RESOLUTION 2026-23

RESOLUTION APPROVING THE CITY ADMINISTRATOR JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa has a need to evaluate and define the job duties associated with the City Administrator position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Administrator job description attached as Exhibit A.

Passed and approved this 2nd day of March, 2026.


Roger Laughlin, Mayor

ATTEST:


Alycia A. Friis, City Clerk



Identification:

Position Title: CITY ADMINISTRATOR
Department: ADMINISTRATION
Immediate Supervisor: MAYOR
Classification: FULL-TIME, EXEMPT

Job Summary

The City Administrator is a contractual position that oversees the daily operations of the City and carries out the decisions of the City Council and the Mayor. The City Administrator supervises, monitors, and coordinates the activities and functions of the office including but not limited to finance, economic development, planning and zoning, and human resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Duties and Responsibilities

1. Provide leadership and direction concerning all business conducted by the City Council.
2. Advise, assist, and consult with the City Attorney on all City legal matters.
3. Attend City Council meetings to inform and gather information on City activities.
4. Represent the City as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental agencies and civic organizations in which the City may have an interest.
5. Responsible for all communications concerning the city. This position is the face of the City to the public and the media.
6. Provide administrative support and assistance to the Mayor and perform duties in the coordination of all municipal activities as directed by the Mayor and Council.
7. Manage all City projects and provide the City Council with regular updates. Strategize and execute short- and long-term goals for the City and its Departments.
8. Provide guidance and leadership in developing and executing the following formal plans.
 - a. Comprehensive Plan.
 - b. Capital Improvement Plan.
 - c. Council five-year plan.
9. Supervise and direct all departments and employees of the City, specifically including but not limited to Police, Public Works, Parks and Recreation, and the Clerk's Office.
10. Serve as the Mayor's liaison to the Council; attends all meetings of the Council; briefs the Council on pending agenda items, personnel, and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions;
11. The Administrator serves as the central figure to maintain accountability and ensure that consistent information flow is achieved between the departments, the Council, and the Mayor.

Budget / Finance

1. Responsible for all accounting and procedures such as budget control and finance, insurance, capital improvement planning and projects and implementation of funding sources.

2. Assure the business affairs of the City are conducted using modern and efficient accounting methods and advise the Council on the financial and operational conditions of the City. Make recommendations concerning the future needs of the City.
3. Prepare the annual budget with the assistance of the Mayor, Council, Finance Officer, and department heads in the manner prescribed by law.
4. Review and/or approve all City financial reports required by the City or State code as prepared by the Finance Officer.
5. Complete or supervise the completion of various state and federal reports and forms.
6. Approve and make recommendations on expenditures, planning, and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
7. Administer the financing of the five-year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel, and the City Council.
8. Develop five-year financial projections and risk assessments for major projects to help the Council make informed financial decisions.
9. Assist Finance Officer in reporting financial information to [the City Council](#).
10. Supervise the safe custody of all City funds; working closely with the Finance Officer to ensure an accurate record of funds, receipts, disbursements, special assessments, debt service obligations, and investments.
11. Review the operation of all departments to assure that all federal and state guidelines are being met.

Seek out potential grants, complete grant application, and manage a third-party grant writing process.

Economic Development

1. Supervise community and economic development programs approved by the City Council including Main Street, CCEDCO, ECIA, ICAD, and other consultants that are hired by the City Council.
2. Lead Economic Development initiatives for the City of West Branch:
 - a. Build partnerships with county and state Economic Development officials.
 - b. Develop a clear understanding of the needs of the community, strengths, and weaknesses.
 - c. Able to articulate the vision for the City of West Branch.
 - d. Establish business relationships with our financial advisor and our bond counsel.
 - e. Act as a liaison with West Branch Main Street.
3. [Responsible for TIF certification, and the urban renewal report.](#)
4. Build relationships with business community and play a leadership role in economic development.
5. Develop a good understanding of TIF and other rebate tools used in economic development projects.
6. Actively seek investment opportunities, building stronger ties with state and regional development bodies, and advocating for incentive programs such as urban renewal, grants, and tax increment financing for economic growth.
7. Promote the City of West Branch.
8. City representative for the Planning and Zoning Commission.
9. Work directly with all potential developers in housing and economic development.

Code Enforcement / Zoning Officer

1. Provide for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected and to initiate municipal infractions for all Code violations.
2. Assist the City Council and the Planning & Zoning Commission in the carrying out of the Comprehensive Plan.

General Administration /Supervision

1. [Supervise day-to-day activities of City departments and implement City policy as directed by ordinance and the Council.](#)
2. Delegate certain responsibilities to department heads, particularly in project management, while retaining accountability.
3. Assists the Clerk in developing the agenda and packet information for the City Council and other Boards and Commissions.

4. Coordinate and direct the work of the City Attorney, City Engineer, Financial Advisor, and Building Inspector.
5. Assure that all business affairs of the City are conducted by approved methods and in an efficient manner.
6. Maintain accurate and current records of all affairs of the departments in a form acceptable to the Council. Copies of such records shall be available for public inspection except as otherwise prohibited by law.
7. Provide constant updates to Mayor and Council of City activities and progress towards Council goals and objectives.
8. Implement, coordinate, and administer contracts and policies of the City Council.
9. Implement and oversees internal control policies and procedures.
10. Supervise the coordination of the City's annual audit.
11. Interact with citizens, candidates, management, and staff on a variety of complex and sensitive issues.
12. Respond to inquiries and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.

Human Resources Management

1. Manage all aspect of employee relations and HR management including but not limited to: OSHA, drug testing, and FMLA.
2. Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
3. Responsible for hiring and firing of staff except for department supervisors, library personnel, and positions outlined in the Code of Ordinances.
4. Conduct performance evaluations for all direct reports at least annually.
5. Will conduct biannual audits of department activities, inventory, and other report findings to the Council, ensuring adherence to long-term strategic plans and City ordinances.
6. Develop and implement a salary pay scale for current and future employees of the City of West Branch. Make recommendations to Council for salary adjustments.
7. Review all employees time sheets and approve any overtime.
8. Update and maintain job descriptions for all City positions.
9. Develop and maintain an up-to-date employee handbook.
10. Develop and maintain personnel policies.
11. Manage all confidential personnel records.
12. Responsible for the investigation of harassment and discrimination claims of misconduct.
13. Coach, mentor and lead City employees.
14. Support and promote staff training and continuing education.
15. Conduct staff meetings on a regular basis. Place strong emphasis on communications with staff.

Other Duties & responsibilities

1. Provide oversight for the construction, improvement, repair, maintenance and management of City property and accountability for the physical facilities of the City. Allow the Public Works Director to lead these efforts while providing needed guidance and support.
2. Supervise the management of building structures and land under the jurisdiction of the Council and be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies, and commodities. Provide the Public Works Director needed guidance and support to carry out these responsibilities.
3. Supervise the purchase of all materials, supplies and equipment for the City within the guidelines of the cities purchasing policy.
4. Assist in the preparation of special studies or projects such as revisions of the City Code and zoning ordinances or other projects directed by the City Council.
5. Research methods of improving municipal operations including development of new or innovative programs.
6. Recruit and track membership of Boards and Commissions.
7. Review City contracts annually.
8. Assist staff as needed, capable of staffing City Hall in the absence of other employees.

9. Other duties as directed by the Council or as included in the City Code.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. On rare occasions, be able to move up to 40 pounds of banker boxes.

Minimum Education, Experience and Certification

Bachelor's degree preferred in public administration, business management and/or three to five years' experience working in a municipal or administrative legal environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requirements

1. Federal, State, and local laws, codes and regulations regulating the City financial and environmental operations.
2. Municipal budgeting, accounting and public finance administration and practices.
3. Organization and management practices and policies.
4. Annexation processes, TIF, Commercial & Residential Development
5. Modern practices and principles of Public Administration.
6. Strong office technical skills.
7. Human Resources Management.
8. Strategic planning, development and implementation.
9. Communicating effectively with City Council, Mayor, Department Directors, City Employees, City Attorney, contractors, media and citizens.
10. Strong written and oral communication skills.
11. Ability to plan and execute.
12. Proven ability to establish relationships\partnerships.
13. Open minded, ability to receive input, listen and be open to change.
14. Desire to mentor, lead and coach
15. Ability to make well-informed decisions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

Job Description Proposed by City Administrator: September 18, 2025

Subject to approval by the City Council.