

A bronze statue of a Native American man, likely a chief, stands on a stone pedestal. He is wearing a feathered headdress and a long, fringed garment. The statue is set against a backdrop of bare trees and a clear blue sky. The pedestal is made of light-colored stone blocks and has a plaque at its base.

# CITY OF KEOKUK, IOWA CITY ADMINISTRATOR

# THE COMMUNITY

The City of Keokuk is located in Lee County alongside the Mississippi River. Keokuk has a population of 9,900. The city is located in a tri-state area of Iowa, Illinois, and Missouri. Keokuk is a not-too-distant drive to metropolitan cities like Iowa City, Iowa, being 1.5 hours away, Des Moines, Iowa is 3 hours away as well as St. Louis, Missouri is also 3 hours away.



Keokuk is located along the Mississippi River and is the location of Lock and Dam Number 19. The Keokuk Energy Center and Dam of Keokuk, Iowa is the largest privately owned and operated dam and hydroelectric generating plant on the Mississippi River.

Keokuk is rejuvenating by embracing small town living on the Mississippi River, while preserving its historical relevance. The economic base has the potential to be diversified from a solely industrial foundation and embrace the reality of doing business in a global environment. The community encompasses growth-oriented industries that utilize its natural geography, history, river resources, and surrounding agriculture to provide new products and services. The education system provides a workforce for these industries, developing great leaders in the community. A vibrant riverfront and business district will be one of the powerful benefits of the economic strength of Keokuk as a regional hub. The thriving downtown district is characterized by historic architecture, providing a dynamic environment of retailers, offices, restaurants, entertainment, and residences of its restored buildings.

The integration of the riverfront and downtown area will attract visitors to the community for recreation, shopping, employment, and entertainment, maintaining Keokuk as a regional hub of economic activity. The neighborhoods surrounding the downtown can be revived with investments in public infrastructure and housing. Residents (young, old, and families) will enjoy an evening stroll through beautiful, safe Keokuk neighborhoods to the great recreation opportunities, unique community events, and their favorite downtown destinations. Community members of Keokuk have a great sense of pride in the changes they have witnessed to their community. Keokuk is a place they are proud to call home.

## Arts and Culture:



Keokuk, Iowa has many year-round events that provide entertainment for not only the townspeople but travelers near and far! Festivals include, but are not limited to, the Back Alley Band Fest, Big Dam Street Festival, Geode Fest, Rollin' on the River, and so much more! There are multiple shows at the Grand Theater and the Great River Players location. Throughout the year there are many events taking place at Keokuk's main street such as Summer Fun Fundraiser, Crazy Days, and Downtown Trick or Treat just to name a few.

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## Education:



The Keokuk Community School District has a preschool, two elementary schools, a middle school, and a high school. Keokuk Catholic Schools and Keokuk Christian Academy are private school options in the city. Southeastern Community College has a campus in the city as well! Keokuk is 41 miles from Western Illinois University and 93 miles away from the University of Iowa

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## Health Care and Wellness:



The City of Keokuk has a number of healthcare and well-being services for the townspeople. Services in the city include 3 chiropractic businesses, 2 mental health clinics, 3 family medical centers, a pending hospital, and Hoerner YMCA.



### **Parks and Recreation:**

There are a plethora of parks in the Keokuk area. Rand Park has many picnic areas as well as playground equipment, a gazebo, basketball courts, flower gardens, and even a disc golf course. The Rand Park Pavilion provides joy and entertainment for the residents and visitors of Keokuk. Celebrations like the 4th of July and the City of Christmas take place each year. Throughout the summer, there is free entertainment and live music in Rand Park.

Tolmie Park offers a lot of different attractions for the townspeople ranging from an aquatic center and splash pad, playgrounds, skate parks, basketball courts, as well as nearby trails to hike and jog!

### **National Cemetery:**

Keokuk's National Cemetery is the State of Iowa's only national cemetery. Established in 1862 by Abraham Lincoln, it was the first national cemetery west of the Mississippi River. It is the burial grounds of over 6,000 veterans, including 600 civil war union soldiers, 12 confederate soldiers, and 7 unknown soldiers, along with their families. Roughly 100 veterans are buried here annually. The national cemetery spans across 15-acres and is one of the nation's 14 original national cemeteries. The Road of Honor leads into the national cemetery and is a recent initiative that the city is proud of.





## Public Safety:



The Keokuk Fire Department is made up of 17 full-time members with the chief; serving as the administrative head who is directed by the mayor. The Keokuk Police Department has 24 active officers who are committed to providing quality professional law enforcement services to the community.

## GOVERNANCE & ORGANIZATION

The City of Keokuk has been a municipal corporation since 1847. The city operates under a Mayor-Council with an appointed City Administrator form of government and elects a 9-member council as its legislative and governing body. The mayor is elected for a two-year term. The council consists of two at large seats, and seven council members, who each respectfully represent Keokuk's 7 wards. All 9 members are elected to four-year terms. The mayor and council appoint the City Administrator, police chief, city attorney, city clerk, and boards and commission members. The council meets in regular sessions on the 1st and 3rd Thursdays of each month at 5:30 pm in City Hall.

The city's current Levy rate is 22.97101 and has a Fiscal Year 2023-24 overall budget of approximately \$51 million. Keokuk has a Moody's bond rating of A2. The trait that is most important to the City of Keokuk is short and long-term financial planning. The City administrator will be expected to maximize the revenue sources available and to be strategic in financial planning.

## COUNCIL INITIATIVES

- Continue street improvements according to the street master plan and Capital Improvement Plan, including the repair of South 18th Street from Main Street to the National Cemetery
- Improve housing by increasing housing stock, improving the quality of housing, and creating opportunities for affordable housing
- Sewer Separation Project
- Public Safety Facility
- Analysis of Staffing Levels
- Riverfront and Main Street Development

## ABOUT THE POSITION

The City Administrator implements council policies and oversees department operations. The City of Keokuk seeks a dynamic administrator with a strong financial emphasis. The City Administrator should have grant writing experience and be extremely resourceful and connected to be able to maximize funding opportunities. This individual should be a strategic thinker with the ability to make sound decisions that are in the city's best interest.

The City Administrator should have experience with long-term financial planning, including capital equipment and capital project planning. The City expects the City Administrator to create and implement these plans and will need the facilitation and relationships with technical professionals, such as the city's attorney, engineering firm, financial advisor, and bond counsel to be successful.

The City Administrator oversees the day-to-day business of the city and is the public relations contact person. This means being present and accessible, approachable, friendly, having an open-door policy and offering information on a regular basis to maintain an acceptable level of transparency. Strong presentation and communication skills, both orally and written, will be important.

The City Administrator should have a management style that values employee involvement and promotes fairness. The City Administrator's team-building characteristics should include the understanding and flexibility in allowing employees and supervisors the latitude to make decisions on how to meet objectives, resulting in a higher level of job satisfaction and performance. The City Administrator's ability to promote inter-department and community communication and collaboration is vitally important to maintain the city's cooperative relationships among departments and with local groups and organizations.

The community is proud of its past and the incredible amount of volunteers that make amazing things happen in Lee County. The City of Keokuk has worked hard to build and maintain strong working relationships with community partners such as Keokuk Main Street, other cities and governments, community school districts, and many others. The City Administrator must understand the importance of collaboration, maintain great relations, and be creative to seek innovative ways to partner.





# SPECIFIC TRAITS IDENTIFIED

- Long-term financial planning and budgeting
- Has an open-door policy; transparency
- Champions a customer service environment at all levels within the organization, demonstrates active listening skills and patience
- Infrastructure repair/replacement and Capital Improvement Planning
- Accept/evaluate new ideas with an open mind
- Ambassador; an advocate for the objectives of the city
- Accepts responsibility and can make sound decisions, with input from stakeholders
- Using technology to operate more efficiently
- Experience in managing human resource matters
- Understand fiscal administration of budgets and forecasting needs
- Leadership for the staff, Boards, and City Council to provide technical consultation and a recommendation on policies, services, and programs
- Strategic and comprehensive planning
- Foster relationships with community partners, regional entities, and other cities
- An active Administrator who is fully vested in the community; attending community meetings and festivals, participating in community clean-up events, and promoting a business-friendly environment

# EDUCATION, EXPERIENCE & TRAINING

Education required for the positions includes a bachelor's degree; majoring in public administration, political science, accounting, finances, business management or administration, economics, or a related field. A minimum of three years of prior experience in municipal government and supervisory experience is recommended. An equivalent combination of related education/experience may be considered for the position.

# COMPENSATION AND BENEFITS

The salary range is \$135,000-155,000 a year, depending on qualifications and experience, IPERS retirement benefits, life, medical, dental, vision, holidays, and paid time off including sick and vacation provided. Cellular plans are provided and a vehicle stipend is available. It is required to live within the city limits of Keokuk within 6 months after the start of employment.

# TENTATIVE TIMELINE

April 12	Applications will be accepted until noon
April 21	Screening/Written and/or Phone Interview
April 23	Selection of finalists
April 26	Background Checks
May 5-6	Interviews
June	<b>New City Administrator Starts</b>

# HOW TO APPLY



Submit your cover letter, resume, salary history, and five recent professional references (including email addresses) by noon CST on April 12, 2024, to Midwest Municipal Consulting, LLC. at [Ehansen.mmc@gmail.com](mailto:Ehansen.mmc@gmail.com). See the full job description at [www.cityofkeokuk.org](http://www.cityofkeokuk.org).

For more information, please call Elizabeth Hansen by calling 515-391-9816.



**Midwest Municipal Consulting**

*The City of Keokuk is an Equal Opportunity Employer.*