

**City of Centerville**  
312 East Maple St.  
PO Box 578  
Centerville, IA 52544  
(O)641-437-4339  
(F) 641-437-1498



**Mike O'Connor, Mayor**  
Brad Brauman, Councilmember  
Ron Creagan, Councilmember  
Darrin Hamilton, Councilmember  
Ahna Kruzic, Councilmember  
Don Sherwood, Councilmember

[www.centerville-ia.org](http://www.centerville-ia.org)

email: [cityhall@centerville-ia.org](mailto:cityhall@centerville-ia.org)

**Special Council Meeting Agenda of the City of Centerville Council**  
**Monday, June 24, 2024 at 6:00 P.M.**  
**Centerville City Hall**

To access this meeting, please use the following link or dial-in information:

[zoom.us/join](https://zoom.us/join)

**Meeting ID: 772 014 7017**

**Password: JV8rPe**

**Dial-in: 1 (312) 626 - 6799**

**Meeting ID: 772 014 7017**

**Notice to the Public:** The Mayor and the City Council welcome you to the regular City Council meeting.

Public comments on agenda items may be submitted by email, mail, or by dropping a note through the drop box at City Hall before the City Council meeting. Those wishing to speak about an agenda item should sign in on the registration form at the back of the council room. Time is allotted during the “Public Hearing” and “Public Forum” sections for public comment for public hearings and items not on the agenda.

The Mayor will call for public comment for those wishing to comment during the meeting. Please state your name and address before making your comments. The Mayor may limit each speaker to three minutes. The usual process for any agenda item is that the motion is placed on the floor, the Council can comment on the issue or respond to public concerns, and the vote is taken.

Using obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated. The presiding officer may bar offenders from further commenting and/or disconnecting from the meeting.

**1. Call to Order**

- a. Roll Call
- b. Pledge of Allegiance
- c. Approval of Agenda

**2. Consent Agenda:** These items will be enacted by one motion without separate discussion unless a request is made before the Council votes on the motion. (Any item on the Consent Agenda may be removed for separate consideration.) Approval of Consent Agenda to include:

- a. Approval of Res. 2024 – 4070 Transferring Funds For Fiscal Year 2024 – LOST Infrastructure (128) to Debt. Service (200)

06/24/2024

- b. Approval of Res. 2024 – 4071 Transferring Funds For Fiscal Year 2024 – Emergency Levy (119) to General Fund (001)
- c. Approval of Res. 2024 – 4072 Transferring Funds For Fiscal Year 2024 – LOST Pool (122) to Debt. Service (200)
- d. Approval of Res. 2024 – 4073 Transferring Funds For Fiscal Year 2024 – Utility Franchise (008) to General Fund (001)

**3. Public Hearing**

- a. None

**4. Discussion/Action Items/General Business/Old Business**

- a. Approval of Bills
- b. Presentation of City Hall Staffing Review and Organization-Wide Compensation Study – Theia Management Consulting

5. **Public Forum:** Time is set aside for public comments on city business topics other than those listed on the agenda – no action may be taken. This is an opportunity for audience members to bring any item not listed on the agenda to the Council's attention.

6. **Adjourn** to 6:00 p.m. on Monday, July 1, 2024, for the Special City Council Meeting.

Jason Fraser  
City Administrator

Posted: 06/19/24

**RESOLUTION NO. 2024-4070**

**RESOLUTION TRANSFERRING FUNDS  
FOR FISCAL YEAR 2024**

WHEREAS, the City Council approves transfers between funds: and,

WHEREAS the records should now indicate appropriate transfer,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Centerville, Iowa, that the City Administrator be directed to make such transfers as follows:

**SECTION 1. Cash Transfer**

Transferred from: L.O.S.T. Infrastructure – 128-910-6910

Transferred to: Debt Service – 200-910-4830

Amount: \$188,361.99

Explanation of Activity: Per Auditor recommendation, this is the year-to-date balance in the L.O.S.T. -Infrastructure (\$188,361.99) that should be transferred to the Debt Service at the Fiscal Year End.

Section 2. All resolutions in conflict with this resolution are hereby repealed.

Section 3. This resolution shall be effective June 19, 2024.

PASSED AND APPROVED by the City Council this 24<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**RESOLUTION NO. 2024-4071**

**RESOLUTION TRANSFERRING FUNDS  
FOR FISCAL YEAR 2024**

WHEREAS, the City Council approves transfers between funds: and,

WHEREAS the records should now indicate appropriate transfer,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Centerville, Iowa, that the City Administrator be directed to make such transfers as follows:

**SECTION 1. Cash Transfer**

Transferred from: Emergency Levy Fund– 119-910-6910

Transferred to: General Fund– 001-910-4830

Amount: \$15,789.75

Explanation of Activity: Per Auditor recommendation, this is the year-to-date balance in the Emergency Levy Fund (\$15,789.75) that should be transferred to the General Fund at the Fiscal Year End.

Section 2. All resolutions in conflict with this resolution are hereby repealed.

Section 3. This resolution shall be effective June 19, 2024.

PASSED AND APPROVED by the City Council this 24<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**RESOLUTION NO. 2024-4072**

**RESOLUTION TRANSFERRING FUNDS  
FOR FISCAL YEAR 2024**

WHEREAS, the City Council approves transfers between funds: and,

WHEREAS the records should now indicate appropriate transfer,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Centerville, Iowa, that the City Administrator be directed to make such transfers as follows:

**SECTION 1. Cash Transfer**

Transferred from: L.O.S.T. Pool– 122-910-6910  
Transferred to: Debt Service – 200-910-4830  
Amount: \$303,000.00

Explanation of Activity: Per Auditor recommendation, this is the year-to-date balance in the L.O.S.T. - Pool (\$303,000.00) that should be transferred to the Debt Service at the Fiscal Year End.

Section 2. All resolutions in conflict with this resolution are hereby repealed.

Section 3. This resolution shall be effective June 19, 2024.

PASSED AND APPROVED by the City Council this 24<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**RESOLUTION NO. 2024-4073**

**RESOLUTION TRANSFERRING FUNDS  
FOR FISCAL YEAR 2024**

WHEREAS, the City Council approves transfers between funds: and,

WHEREAS the records should now indicate appropriate transfer,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Centerville, Iowa, that the City Administrator be directed to make such transfers as follows:

**SECTION 1. Cash Transfer**

Transferred from: Utility Franchise Fund– 008-910-6910

Transferred to: General Fund– 001-910-4830

Amount: \$126,513.41

Explanation of Activity: Per Auditor recommendation, this is the year-to-date balance in the Utility Franchise Fund (\$126,513.41) that should be transferred to the General Fund at the Fiscal Year End.

Section 2. All resolutions in conflict with this resolution are hereby repealed.

Section 3. This resolution shall be effective June 19, 2024.

PASSED AND APPROVED by the City Council this 24<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

City of Centerville  
Special Council Meeting  
Bills Approved  
June 24th 2024

AFLAC	AFLAC ACCIDENT	\$1,180.76
APPANOOSE CO SHERIFF	FY24 LAW CENTER LEASE	\$62,301.84
C & C MACHINING INC	TIF REBATE	\$11,000.00
CENTERVILLE POLICE ASSOCIATION	PD UNION DUES	\$48.00
COLLECTION SERVICES CENTER	CHILD SUPPORT	\$370.03
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	\$20,240.43
IOWA WORKFORCE DEVELOPMENT	Q2 2024 UNEMPLOYMENT TAX	\$594.46
IMWCA	FY25 WORK COMP	\$68,942.95
IPERS	RETIREMENT	\$26,887.63
J & S SPORTS LLC	MONTHLY MEMBERSHIP	\$105.00
MFPRSI	RETIREMENT	\$18,899.18
MISSION SQUARE - 307140	ICMARC 457 PLAN	\$1,794.00
TREASURER - STATE OF IOWA	STATE INCOME TAX	\$6,845.30
		<hr/>
Accounts Payable		\$219,209.58
Payroll Checks		\$80,934.01
***** Report Total*****		\$300,143.59
General Fund		\$102,046.04
Road Use Tax Fund		\$11,715.46
Employee Benefit		\$102,540.81
TIF		\$11,000.00
LOST - Law Center		\$62,301.84
City Water		\$17,160.14
Sewer Utility Operating		\$24,203.78
Insurance Trust Fund		-\$29,850.19
Flex Account		-\$974.29
Total Funds		\$300,143.59



# Claims Report - Detail

## By Fund

Payable Dates 6/18/2024 - 6/24/2024

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
<b>Fund: 001 - GENERAL FUND</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	06/20/2024	INV0000948	121.05
AFLAC	AFLAC CANCER	06/20/2024	INV0000949	38.81
AFLAC	AFLAC HOSPITAL	06/20/2024	INV0000951	39.82
AFLAC	AFLAC SPECIAL HEALTH	06/20/2024	INV0000952	30.42
MISSION SQUARE - 307140	ICMARC 457 PLAN	06/20/2024	INV0000953	824.25
IPERS	IPERS PENSION	06/20/2024	INV0000954	196.65
IPERS	IPERS PENSION	06/20/2024	INV0000955	4,355.58
IPERS	IPERS PROTECTED	06/20/2024	INV0000956	3,385.55
IPERS	IPERS PROTECTED	06/20/2024	INV0000957	181.59
MFPRSI	MFPRSI PENSION	06/20/2024	INV0000958	8,907.25
CENTERVILLE POLICE ASSOCIA	PD UNION DUES	06/20/2024	INV0000959	24.00
COLLECTION SERVICES CENTE	CASE # 1007883 - JOSHUA A HOBBS	06/20/2024	INV0000960	89.43
COLLECTION SERVICES CENTE	CASE # 1001879 - ZACKARY R MUSGROVE	06/20/2024	INV0000962	115.38
COLLECTION SERVICES CENTE	CASE # 791500 - JEREMY M HUDSON	06/20/2024	INV0000963	49.84
J & S SPORTS LLC	BRANDON KNAPP	06/20/2024	INV0000964	7.50
J & S SPORTS LLC	JENEL ALLEN BARTH	06/20/2024	INV0000965	22.50
J & S SPORTS LLC	PAMELA REED	06/20/2024	INV0000966	7.50
J & S SPORTS LLC	SKYLER MORRISON	06/20/2024	INV0000968	7.50
TREASURER - STATE OF IOWA	STATE INCOME TAX	06/20/2024	INV0000969	2,293.20
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	4,913.14
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	2,192.34
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	6,058.86
TREASURER - STATE OF IOWA	STATE INCOME TAX	06/20/2024	INV0000974	5.00
<b>Department 050 - LIABILITY Total:</b>				<b>33,867.16</b>
<b>Fund 001 - GENERAL FUND Total:</b>				<b>33,867.16</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	06/20/2024	INV0000948	23.00
AFLAC	AFLAC CANCER	06/20/2024	INV0000949	19.01
AFLAC	AFLAC DISABILITY	06/20/2024	INV0000950	11.70
AFLAC	AFLAC HOSPITAL	06/20/2024	INV0000951	6.63
AFLAC	AFLAC SPECIAL HEALTH	06/20/2024	INV0000952	1.80
MISSION SQUARE - 307140	ICMARC 457 PLAN	06/20/2024	INV0000953	24.25
IPERS	IPERS PENSION	06/20/2024	INV0000955	1,533.51
COLLECTION SERVICES CENTE	CASE # 849554 - ZACHARY J BEDFORD	06/20/2024	INV0000961	69.23
J & S SPORTS LLC	ROBERT SANDS	06/20/2024	INV0000967	4.50
TREASURER - STATE OF IOWA	STATE INCOME TAX	06/20/2024	INV0000969	274.05
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	578.56
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	261.54
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	1,118.10
<b>Department 050 - LIABILITY Total:</b>				<b>3,925.88</b>
<b>Fund 110 - ROAD USE TAX FUND Total:</b>				<b>3,925.88</b>
<b>Fund: 112 - EMPLOYEE BENEFIT</b>				
<b>Department: 110 - POLICE DEPT</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	197.08
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	8,351.11
<b>Department 110 - POLICE DEPT Total:</b>				<b>8,548.19</b>



Claims Report - Detail

Payable Dates: 6/18/2024 - 6/24/2024

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
<b>Department: 150 - FIRE DEPARTMENT</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	41.76
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	39,229.00
<b>Department 150 - FIRE DEPARTMENT Total:</b>				<b>39,270.76</b>
<b>Department: 160 - EMS</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	87.10
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	9,975.00
<b>Department 160 - EMS Total:</b>				<b>10,062.10</b>
<b>Department: 170 - BUILDING INSPECTION</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	12.24
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	484.00
<b>Department 170 - BUILDING INSPECTION Total:</b>				<b>496.24</b>
<b>Department: 210 - STREET DEPT</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	48.99
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	7,963.00
<b>Department 210 - STREET DEPT Total:</b>				<b>8,011.99</b>
<b>Department: 410 - LIBRARY DEPT</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	40.64
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	319.38
<b>Department 410 - LIBRARY DEPT Total:</b>				<b>360.02</b>
<b>Department: 430 - PARKS</b>				
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	100.00
<b>Department 430 - PARKS Total:</b>				<b>100.00</b>
<b>Department: 610 - MAYOR &amp; COUNCIL</b>				
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	4.00
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	7.00
<b>Department 610 - MAYOR &amp; COUNCIL Total:</b>				<b>11.00</b>
<b>Department: 620 - CITY CLERK</b>				
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	48.13
<b>Department 620 - CITY CLERK Total:</b>				<b>48.13</b>
<b>Department: 651 - OFFICE STAFF</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	53.59
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	329.34
<b>Department 651 - OFFICE STAFF Total:</b>				<b>382.93</b>
<b>Fund 112 - EMPLOYEE BENEFIT Total:</b>				<b>67,291.36</b>
<b>Fund: 125 - TIF</b>				
<b>Department: 538 - TIF URBAN RENEWAL</b>				
C & C MACHINING INC	TIF REBATE	06/24/2024	FY24	11,000.00
<b>Department 538 - TIF URBAN RENEWAL Total:</b>				<b>11,000.00</b>
<b>Fund 125 - TIF Total:</b>				<b>11,000.00</b>
<b>Fund: 131 - LOST - LAW CENTER</b>				
<b>Department: 110 - POLICE DEPT</b>				
APPANOOSE CO SHERIFF	FY24 LAW CENTER LEASE	06/24/2024	06-2024	62,301.84
<b>Department 110 - POLICE DEPT Total:</b>				<b>62,301.84</b>
<b>Fund 131 - LOST - LAW CENTER Total:</b>				<b>62,301.84</b>
<b>Fund: 609 - CITY WATER</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	06/20/2024	INV0000948	42.37
AFLAC	AFLAC CANCER	06/20/2024	INV0000949	41.61
AFLAC	AFLAC DISABILITY	06/20/2024	INV0000950	7.80
AFLAC	AFLAC HOSPITAL	06/20/2024	INV0000951	28.76
AFLAC	AFLAC SPECIAL HEALTH	06/20/2024	INV0000952	1.80
MISSION SQUARE - 307140	ICMARC 457 PLAN	06/20/2024	INV0000953	24.25
IPERS	IPERS PENSION	06/20/2024	INV0000955	1,622.71
COLLECTION SERVICES CENTE	CASE # 849554 - ZACHARY J BEDFORD	06/20/2024	INV0000961	46.15

Claims Report - Detail

Payable Dates: 6/18/2024 - 6/24/2024

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
J & S SPORTS LLC	ROBERT SANDS	06/20/2024	INV0000967	3.00
TREASURER - STATE OF IOWA	STATE INCOME TAX	06/20/2024	INV0000969	293.88
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	589.21
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	1,217.68
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	284.88
<b>Department 050 - LIABILITY Total:</b>				<b>4,204.10</b>
<b>Department: 810 - WATER</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	44.97
<b>Department 810 - WATER Total:</b>				<b>44.97</b>
<b>Fund 609 - CITY WATER Total:</b>				<b>4,249.07</b>
<b>Fund: 610 - SEWER UTILITY OPERATING</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	06/20/2024	INV0000948	109.77
AFLAC	AFLAC CANCER	06/20/2024	INV0000949	57.55
AFLAC	AFLAC HOSPITAL	06/20/2024	INV0000951	6.63
AFLAC	AFLAC SPECIAL HEALTH	06/20/2024	INV0000952	1.85
MISSION SQUARE - 307140	ICMARC 457 PLAN	06/20/2024	INV0000953	24.25
IPERS	IPERS PENSION	06/20/2024	INV0000955	2,085.64
TREASURER - STATE OF IOWA	STATE INCOME TAX	06/20/2024	INV0000969	398.83
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	951.21
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	349.08
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	06/20/2024	INV0000970	1,493.16
<b>Department 050 - LIABILITY Total:</b>				<b>5,477.97</b>
<b>Department: 815 - SEWER</b>				
IOWA WORKFORCE DEVELOP	Q2 2024 UNEMPLOYMENT TA	06/20/2024	06-2024	68.09
IMWCA	FY25 WORK COMP	06/24/2024	INV90159	2,132.99
<b>Department 815 - SEWER Total:</b>				<b>2,201.08</b>
<b>Fund 610 - SEWER UTILITY OPERATING Total:</b>				<b>7,679.05</b>
<b>Grand Total:</b>				<b>190,314.36</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	33,867.16
110 - ROAD USE TAX FUND	3,925.88
112 - EMPLOYEE BENEFIT	67,291.36
125 - TIF	11,000.00
131 - LOST - LAW CENTER	62,301.84
609 - CITY WATER	4,249.07
610 - SEWER UTILITY OPERATING	7,679.05
<b>Grand Total:</b>	<b>190,314.36</b>

## Account Summary

Account Number	Account Name	Payment Amount
001-050-2120	FEDERAL W/H PAYABLE	4,913.14
001-050-2121	FICA W/H PAYABLE	8,251.20
001-050-2122	STATE W/H PAYABLE	2,298.20
001-050-2123	IPERS PAYABLE	8,119.37
001-050-2124	INSURANCE PAYABLE	230.10
001-050-2125	DEFERRED COMP PAYAB	824.25
001-050-2126	CHILD SUPPORT PAYABL	254.65
001-050-2127	UNION DUES PAYABLE	24.00
001-050-2128	YMCA/SNAP DUES PAYA	45.00
001-050-2129	MFPRSI RETIREMENT PA	8,907.25
110-050-2120	FEDERAL W/H PAYABLE	578.56
110-050-2121	FICA W/H PAYABLE	1,379.64
110-050-2122	STATE W/H PAYABLE	274.05
110-050-2123	IPERS PAYABLE	1,533.51
110-050-2124	INSURANCE PAYABLE	62.14
110-050-2125	DEFERRED COMP PAYAB	24.25
110-050-2126	CHILD SUPP/GARNISHM	69.23
110-050-2128	YMCA/SNAP DUES PAYA	4.50
112-110-6160	WORKMAN'S COMP	8,351.11
112-110-6170	UNEMPLOYMENT INSUR	197.08
112-150-6160	WORKMAN'S COMP.	39,229.00
112-150-6170	UNEMPLOYMENT INSUR	41.76
112-160-6160	WORKMAN'S COMP.	9,975.00
112-160-6170	UNEMPLOYMENT INSUR	87.10
112-170-6160	WORKMAN'S COMP.	484.00
112-170-6170	UNEMPLOYMENT INSUR	12.24
112-210-6160	WORKMAN'S COMP.	7,963.00
112-210-6170	UNEMPLOYMENT INSUR	48.99
112-410-6160	WORKMAN'S COMP.	319.38
112-410-6170	UNEMPLOYMENT INSUR	40.64
112-430-6160	WORKMAN'S COMP	100.00
112-610-6160	WORKMAN'S COMP	11.00
112-620-6160	WORKMAN'S COMP.	48.13
112-651-6160	WORKMAN'S COMP.	329.34
112-651-6170	UNEMPLOYMENT INSUR	53.59
125-538-6582	MISC REFUND	11,000.00
131-110-6499	OTHER CONTRACTUAL S	62,301.84
609-050-2120	FEDERAL W/H PAYABLE	589.21
609-050-2121	FICA W/H PAYABLE	1,502.56
609-050-2122	STATE W/H PAYABLE	293.88
609-050-2123	IPERS PAYABLE	1,622.71
609-050-2124	INSURANCE PAYABLE	122.34
609-050-2125	DEFERRED COMP PAYAB	24.25
609-050-2126	CHILD SUPP/GARNISHM	46.15
609-050-2128	YMCA/SNAP DUES PAYA	3.00
609-810-6170	UNEMPLOYMENT INSUR	44.97

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
610-050-2120	FEDERAL W/H PAYABLE	951.21
610-050-2121	FICA W/H PAYABLE	1,842.24
610-050-2122	STATE W/H PAYABLE	398.83
610-050-2123	IPERS PAYABLE	2,085.64
610-050-2124	INSURANCE PAYABLE	175.80
610-050-2125	DEFERRED COMP PAYAB	24.25
610-815-6160	WORKMAN'S COMP.	2,132.99
610-815-6170	UNEMPLOYMENT INSUR	68.09
	<b>Grand Total:</b>	<b>190,314.36</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	190,314.36
<b>Grand Total:</b>	<b>190,314.36</b>



# City Hall Staffing Review & Organization-Wide Compensation Study


4/11/2024

---

## Overview

The City of Centerville enlisted the services of Marketa Oliver, ICMA-CM, SPHR, and Jené Jess, MPA, SHRM-CP, to undertake two distinct projects aimed at enhancing organizational effectiveness and optimizing staffing resources.

Review of City Hall Staffing:



Marketa Oliver and Jené Jess conducted a comprehensive review of City Hall staffing, which involved:

- Reviewing existing position descriptions to ensure accuracy and relevance.
- Conducting an employee survey to gather insights before engaging stakeholders.
- Interviewing stakeholders and observing operations, including a day-long trip to Centerville for broader perspectives.
- Analyzing the structures of similarly-situated communities to identify comparables.
- Generating recommendations for organizational and position description changes based on audits, budget considerations, and the Annual Financial Report (AFR).

Organization-Wide Compensation Study:

The consultants conducted an in-depth analysis of the organization's compensation structure, which included the following steps:

- Evaluating and updating position descriptions in collaboration with stakeholders.
- Updating and obtaining approval for position descriptions from the Council.
- Identifying comparable positions and gathering relevant data.
- Compiling and analyzing data to inform decision-making processes.
- Presenting findings and recommendations to the Council for review and approval.
- Developing a strategic plan for implementing recommendations.
- Reviewing union contracts to ensure alignment with organizational objectives.

Through these contracted services, Marketa Oliver and Jené Jess provided the City of Centerville with comprehensive insights into staffing dynamics and compensation structures. They have made recommendations to optimize organizational efficiency and ensure alignment with industry best practices.

## Goals

The overarching goal of the City of Centerville's initiatives is to improve organizational efficiency and foster a positive work environment for employees. This goal encompasses two primary areas of focus:

### Review of City Hall Staffing:

- Conduct an independent evaluation of staffing practices and processes within City Hall.
- Evaluate the roles of individual staff members to identify areas for organizational improvement.
- Provide guidance for process and culture improvement, including team building methods.
- Offer methods to address interpersonal conflicts and promote a culture of open communication and respect.
- Provide recommendations for redistributing duties, improving organizational culture, enhancing training programs, and strengthening leadership practices.

### Review of the City of Centerville Pay Structure:

- Conduct a thorough review of the city's pay structure, ensuring competitiveness and fairness.
- Specifically focus on addressing shortcomings in the pay side of compensation, while recognizing the strength of the benefits package.
- Ensure that the pay structure aligns with industry standards and meets the needs of employees.
- Complete the review by fall of 2024 to inform negotiations for the fiscal year 2026 budget.
- Seek opportunities to enhance compensation practices to attract and retain top talent, while also aligning with budgetary constraints and organizational goals.

By achieving these goals, the City of Centerville aims to create a workplace where employees feel valued, supported, and motivated to contribute to the city's success. Through effective staffing reviews and improvements to the pay structure, the city seeks

---

to enhance its overall performance and maintain its commitment to providing excellent public service to the community.

## **Demographics and Economy**

Centerville is the county seat of Appanoose County, Iowa, and is a quintessential representation of American small-town living. With a rich history dating back to its founding in 1846, the city has evolved into a vibrant community with a daytime population estimated at 6,231 individuals. While its total estimated population stands at 5,393, Centerville ranks 398th out of 943 in growth rate municipalities in Iowa.

As a county seat, Centerville boasts a distinctive charm, epitomized by its expansive town square, the largest in the state. Beyond its architectural allure, Centerville's historical narrative intersects with the rise of Iowa's coal mining industry, drawing immigrants from Sweden, Italy, Croatia, and Albania at the turn of the 20th century.

The city's economic ecosystem is underpinned by diverse sectors, with key employers including Hill Phoenix Co. Ltd, Greif, Mercy One Centerville Medical Center, and Centerville Community School District, among others. Moreover, Centerville is home to the Centerville Campus of Indian Hills Community College, reflecting its commitment to education and workforce development since its establishment in 1930.

Centrally located, the city is traversed by Iowa Highway 2 and Highway 5, facilitating connectivity and commerce. The Iowa Southern Railway, operated by Progressive Rail, Inc., further enhances transportation infrastructure, with class one connections to major rail networks.

In terms of utilities, Centerville benefits from reliable services provided by Alliant Energy, Windstream Holdings, Mediacom, Natel, Rathbun Regional Water Association, and Centerville Waterworks ensuring essential amenities for residents and businesses alike.

Healthcare remains a cornerstone of community welfare, with MercyOne Centerville offering comprehensive medical services, underscoring the city's commitment to public



health and well-being. The City of Centerville is the solely provider for ambulance emergency medical service in the county

Demographically, Centerville reflects a mosaic of households, with a median home value of \$89,400 and a median income of \$42,064. Notably, 43% of residents are renters, while 57% own their homes.

## Challenges

- Shrinking Population:
  - Addressing the decline in population poses a challenge in maintaining service levels and sustaining economic growth.
  - Striving to attract and retain residents requires innovative strategies and community engagement initiatives.
- Small Office Space:
  - Limited physical space within City Hall can hinder workflow efficiency and collaboration among staff members.
  - Finding solutions to maximize the utilization of existing space while accommodating growth and operational needs is essential.
- Lack of Hierarchy:
  - The absence of a clear organizational hierarchy may lead to ambiguity in roles and responsibilities, potentially impacting decision-making processes and accountability.
  - Establishing clear lines of authority and communication channels is crucial for effective governance and operational management.
- Minimal Higher-Level Financial and Risk Assessment Expertise and Support:
  - Expertise in financial and risk assessment at higher levels is critical. The City currently has no director-level position focused on financial management and planning, to support the City Administrator. Lack of this support may pose challenges in strategic planning, budgeting, and mitigating potential risks.
  - Enhancing the city's capacity through training programs, recruitment efforts, or partnerships with external
  - Experts can help address this gap and strengthen financial stewardship and risk management practices.

## Opportunities


- Influx of Workers from Surrounding Towns:
  - The influx of workers from surrounding towns presents an opportunity to expand the local workforce and stimulate economic activity within Centerville.
  - Leveraging this influx can enhance community diversity, spur local businesses, and foster collaboration among neighboring municipalities.
- Possible Partnership with the County Sheriff for Services:
  - Exploring further partnerships with the county sheriff's office for dispatch (the County currently contributes 50% of the cost for this service to the City of Centerville) and/or law enforcement services can enhance public safety services and improve response times for emergencies.
  - Collaborative efforts can optimize resource allocation, increase efficiency, and strengthen community policing initiatives to ensure the safety and well-being of residents.
- Opportunity to Consolidate Commissions and Boards:
  - Consolidating commissions and boards offers the opportunity to streamline decision-making processes, reduce administrative burdens, and enhance coordination of initiatives.
  - By consolidating resources and expertise, the city can improve effectiveness in addressing community needs, promoting transparency, and fostering citizen engagement.
- Possible Workforce Training Partnership with the Local Community College:
  - Establishing a workforce training partnership with the local community college can address skill gaps, enhance employee competencies, and foster career advancement opportunities.
  - Collaborative training programs tailored to local needs can strengthen the workforce, attract businesses, and contribute to economic development and prosperity in Centerville.

## Recommendations

1. Create an Administrative Services (Finance) Director Position. This position will serve as City Treasurer and should be charged with streamlining administrative processes and overseeing front office operations and city finances, including risk management and long-term planning. This will provide additional support to the City Administrator and free up the City Administrator to focus on prioritized Council initiatives and the economic development and planning efforts critical to the community's and the organization's success. The addition of a director-level Administrative Services position to the City of Centerville's organizational structure is strongly advised. This role would effectively address hierarchical opportunities, fostering clear lines of authority and accountability within the city's operations. Moreover, it presents an opportunity to cultivate a positive organizational culture, emphasizing collaboration, communication, and employee engagement. By focusing on enhancing the customer experience, the director could implement initiatives to improve service delivery and responsiveness, thereby enhancing citizen satisfaction. Furthermore, the establishment of this position would significantly elevate transparency and reporting practices, fostering trust between the government and the citizens it serves. Overall, the implementation of an Administrative Services Director position would not only optimize internal operations but also strengthen the city's relationship with its constituents, contributing to its long-term success and sustainability.
2. Reorganize the department structure to have the Bookkeeper position retitled to Administrative Services Coordinator and report to the Administrative Services Director, while still serving as the front-line supervisor to the Customer Service Specialist positions. Create a skill development track to train the Administrative Services Coordinator into a leadership role capable of taking on the City Clerk duties at a director level.
3. Retitle current Customer Services roles to Administrative Specialist and eliminate any hierarchy within the job category (i.e. eliminate the "I" and "II" designations). Staff in these roles should be cross-trained in the role's full functions to provide continuity of operations in the event a staff member is absent, particularly for any extended time period. These positions would report to the Administrative Services Coordinator and potentially as the role grows into the City Clerk (formerly referred to as Bookkeeper/Deputy Clerk).
4. As it currently functions, the Municipal Waterworks Board creates an additional layer of administrative bureaucracy for the City's administrative and financial functions. The City's Municipal Code notes that, "On May 10, 1948, the city council passed a resolution

calling a special election for the submission thereof of a proposition for establishing a municipal waterworks by acquiring the then existing privately owned waterworks of the Centerville Water Service Company. Further, a proposition placing the management and control of the municipal waterworks in the hands of a board of trustees was also to be submitted.” Further, the 28E between the City of Centerville and the Municipal Waterworks states, “The Board of Trustees will continue to set the Water Department budgets and rates, authorizing the hiring and firing of Water Department employees, control the use of Water Department funds and possess and exercise all other powers provided by law.” *Controlling the use of funds* is accomplished by the adoption of the annual budget and verified through the annual audit. The monthly reporting can be done in written format. Additionally, claims can be approved and rates could be evaluated and set at quarterly or semi-annual meetings. It is not necessary for the Board to sign checks, as is currently being done. The 28E empowers the City Administrator (Commissioner) to manage “...all operations of the Water Department”. Streamlining these meetings to occur semiannually, with ad hoc meetings called as necessary and streamlining the financial and hiring/firing processes of this function. Decreasing the number of meetings reduces work for city staff to include expediting financial management, while still providing the ratepayer with the protection of rates being established by an independent board.

5. Update all administrative position descriptions. Drafts are attached.
6. Continue to invest in staff education, development, and training (and cross-training).
7. Implement a training program that enhances the skills of the City’s current leadership team, as well as develops the skills of the City’s front line leaders. A draft training plan is attached.
8. Consider Code of Ordinance changes to clarify the roles and authority of the City Administrator position. The Code does not currently include Police or Fire as departments overseen by the City Administrator. This position is the chief administrative official for the community and is held responsible for the community’s successes or shortcomings. It is critical that the position have the authority to guide the organization pursuant to Council direction and without addressing the deficiencies in the position’s authority, the position cannot fully function to accomplish the goals set forth by the elected body.
9. Implement technological updates that support enhanced automation of city functions (such as an agenda management system like CivicClerk and Laserfiche).
10. Revise utility billing procedures and streamline processes. There are activities taking place that are unnecessary and create additional work for current Customer Service Representatives. The City recently deployed a new system that seems to have streamlined activities to a point already; but there is additional efficiency potential. For example:

- 
- a. The City should implement a process for signing up for utilities online.
  - b. The City should consider creating a link on the front page of its website that takes a customer immediately to the information about establishing utilities.
  - c. The City charges different deposit amounts for different types of accounts. This is unnecessary and can cause confusion.
  - d. The City requires a tenant/renter to have the property owner sign off of the “Landlord Form”. This should be eliminated. The lien exemption form relieves a landlord of any liability for their tenant’s consumption. It is the responsibility of the landlord to provide this form if they want to be exempt. It is not the responsibility of the City to provide this to the landlord. By doing this, the City is abdicating its right to collect for services from a landlord if a tenant consumes services without paying for them.
  - e. A streamlined Utility Services Application form should be implemented that incorporates and elevates signing up for electronic billing and payment, as this automation enhances customer convenience and reduces staff workload. Attached is an example form.
  - f. The City should implement a practice of cash drawer counts and a deposit log. Examples have been provided to City staff.
11. The City should consider adopting an electronic approval for accounts payable and payroll. This streamlines these processes significantly and can be accomplished easily with the City’s software system One caveat to this recommendation is to verify the proposed process with the City’s audit firm to ensure they are comfortable with the segregation of duties.
  12. Update City Code language in Chapter 3.04 related to industrial and commercial abatement to conform with recent changes in State legislation as approved in 2023 in House File 718.
  13. Implement a Compensation Philosophy and Policy. A draft is attached.
  14. Create an implementation to adopt the wages recommended in the Compensation Study, which is attached.
  15. Continue activities and programs that strengthen the organization’s culture and morale, such as supporting and implementing a wellness and morale policy and/or program, incorporate discussion of organizational culture into annual reviews, provide employees as much flexibility as possible, and create team building opportunities through departmental or citywide activities such as potlucks, wellness competitions.

## Recommendations

### Strategic Goals:

Continuing Nuisance Abatement: Maintain efforts to address nuisance issues within the community.

Examine Housing Incentive Programs: Explore potential housing incentives and affordable housing initiatives to address housing needs.

Expansion of Fire Station and City Hall: Plan for the expansion of essential infrastructure to meet growing demands.

Examine Mandatory Garbage Pickup: Assess the feasibility and implications of implementing mandatory garbage pickup services.

Develop a Sidewalk Improvement Program: Enhance pedestrian infrastructure throughout the city.

Explore City Investment to Address Homelessness, Mental Health, and Drug Addiction: Investigate strategies and allocate resources to tackle social issues affecting the community.

### Five-Year Staffing Plan:

#### FY25:

Bookkeeper/Deputy City Clerk (Possible title change to Administrative Services Coordinator): Initiate training and cross-training for current office staff, focusing on the Deputy City Clerk role. Allocate appropriate resources based on the salary study, approximately \$24K for salary increase, (or plan to adjust it over a period of time) upon completion of training. This role will be groomed to transition into the City Clerk position. Training will include participation in the 3-year Clerk school through IMFOA, with an allocated budget of \$1,600 for the course and \$1,000 for travel expenses over three years.

#### FY26:

Administrative Services (Finance) Director: Add the position to manage accounting for special assessments, grant writing, compliance for housing initiatives, rate evaluations for mandatory garbage pickup, and additional accounts receivable duties. Allocate approximately \$79K to the FY26 budget in

---

salaries. This amount can be allocated to both the General Fund and Enterprise funds, with additional consideration for the Employee Benefits Fund, dependent on the City's offerings. There is also the possibility of recouping some of the resources through the use of Tax Increment Financing.

FY30:

Planning Director: This position will be contingent on the expansion of the City to create space for it. Introduce a Planning Director role to support strategic goals, including nuisance abatement coordination, housing incentive program planning, sidewalk improvement program development, and addressing social issues like homelessness, mental health, and drug addiction. Allocate resources for this position, earmarked for completion within five years. Allocate approximately \$79K in current dollars to the FY30 budget in salaries. This amount can be allocated to both the General Fund and Enterprise funds, with additional consideration for the Employee Benefits Fund, dependent on the City's offerings. There is also the possibility of recouping some of the resources through the use of Tax Increment Financing.

Implementation Approach:

- Training and Mentorship: Emphasize hands-on training and mentorship for staff, focusing on career development and progression within the organization.
- Long-Term Career Planning: Encourage supervisors to discuss long-term career goals with staff members and establish personalized career paths.
- Budget Allocation: Allocate funds for training, certification programs, salary increases, and benefits, as necessary to support staff development and retention.
- Infrastructure Planning: Evaluate office space needs for future staff additions, considering expansion requirements for accommodating new positions.
- Continuous Evaluation: Regularly review and adjust the staffing plan to align with evolving strategic goals and organizational needs. Monitor the effectiveness of staff training and development initiatives.

By adhering to this comprehensive staffing plan, the city can effectively support its strategic initiatives while nurturing talent and ensuring organizational resilience.



## **Draft Position Descriptions**

City Administrator

Administrative Services Director (Recommended addition)

Administrative Coordinator (formerly Bookkeeper/Deputy City Clerk)

Administrative Specialist (formerly Customer Service I and II)

City Clerk

Planning Director



## City of Centerville

Phone: (841) 437-4339 Fax: (841) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** City Administrator  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Director  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** Mayor and City Council  
**FLSA:** Non-Exempt

### Purpose of Position/Summary

Responsible for coordinating the activities, polices, and procedures of the city government. Provide general supervision and direction for the administration of city government to expedite the efficient administration of the city's business.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Recommends to the city council measures necessary or expedient for good government and the welfare of the City.
2. Serve as chief administrative and administrative officer for the city, directing all the departments and managing the daily operations of the municipality.
3. Supervises, manages, and coordinates the activities and functions of all City departments in implementing the requirements of ordinances, resolutions, and policies of the City Council.
4. Regularly reports to the Mayor and City Council concerning the status of all assignments, duties, projects, and functions of all city departments.
5. Responsible for labor management matters, including negotiations.
6. Responds to inquiries and provides Council Members with information on the status of City operations and projects.
7. Oversees professional contractors and/or consultants providing services for City projects, participates in the evaluation and selection of contractors/consultants, interfaces with and monitors the contractors/consultants to ensure timely and quality completion of projects, facilitates cooperation with the project throughout the organization, and provides information and support as needed.
8. Manages and directs City and Community initiatives.
9. Provides Leadership in setting goals, direction and motivation for all Department Heads and employees. Designs, implements, and monitors the success of economic development programs such as business attractions, small business assistance, commercial revitalization, business retention and marketing key development sites. Evaluates progress and provides program status to funding agencies and officials.
10. Manages and coordinates the planning and implementation of Economic Development Initiatives including business attraction, retention, job creation, business assistance, marketing, and related functions.
11. Coordinates communications with the news media as the primary City contact on economic development.
12. Reads, interprets, and applies relevant laws, rules, and regulations.
13. Liaises with a wide variety of Boards, Commissions, community organizations and citizens.
14. Enforces all city ordinances.

15. Oversees city-wide compliance with local, state, and federal ordinances, regulations, statutes, and administrative requirements.
16. Prepares and administers the annual budget, reviewing departmental requests and making recommendations to the Mayor and City Council. Ensures compliance with all legal and procedural requirements.
17. By the nature of this this position's wide range of responsibilities and cross-departmental policy governing, this position will supervise employee compliance behaviors and execution of the above functions and procedures encompassed by them, regardless of the employee's direct report.
18. Performs other duties that could reasonably be expected of a leader in this capacity.

### Required Knowledge, Skills, and Abilities

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
3. Effective business communications and correct English usage, including spelling, grammar and punctuation.
4. Pertinent federal, state, and local codes, laws, and regulations.
5. Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
6. Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
7. Must possess valid Drivers' license.
8. Must be able to be bonded and insured by City's insurance carrier.

### Education, Training, and Experience

Must have a Bachelor's degree from an accredited university in business finance, public administration, business management or related field or comparable experience. Master's degree is preferred.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to sit, use of hands, and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Cognitive Demands:** Basic working knowledge of accounting policies, reports, and rules. Ability to learn payroll and billings systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

**Language Ability & Interpersonal Communication:** Ability to establish and maintain effective working relationships with the public, City Administrator, City Council, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

<b>Additional Information</b>
-------------------------------

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

<b>Acknowledgement</b>
------------------------

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_

Date:

\_\_\_\_\_

Employee's Signature

Issued By:
Title:
Approved By:
Date:
Approved by City Council:
Date:

## City of Centerville

Phone: (641) 437-4339 Fax: (641) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** Administrative Services Director  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Director  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** City Administrator  
**FLSA:** Non-Exempt

### Purpose of Position/Summary

Responsible for the administration and maintains integrity of all financial, compensation, employee benefits and accounting systems, records, operations, policies, and reports in accordance with federal, local and state laws, professional best practices and generally accepted accounting principles, and supervise staff supporting such operations.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Responsible for composing initial budget draft, for review with department heads and City Administrator, and budget amendments prior to spending of funds, state reports including the Annual Budget, Budget Amendments, Street Financial Report, Annual Debt Report, TIF Certification, Annual Urban Renewal Report, Annual Financial Report, EMMA/investor debt and bond reports and presentations, and monthly/quarterly sales tax reporting.
2. Responsible for composing initial employee handbook, evaluations, and policy drafts, for review with department heads and City Administrator, and all payroll processing including the payment of taxes, deferred pension withholding, health insurance contributions, IPERS and quarterly reporting, year-end processes and maintaining of employee files. Researches and compares incentive and compensation plans offered by demographically comparable organizations; assesses competitor's plans and makes recommendations for enhancements or improvements required to keep the organizations plans competitive and effective.
3. Manages the central administration and finances of the City's Utilities, liability insurance and employee benefits. Responsible for reporting, operations, and policy development.
4. Maintains custody, monitors/reconciles, and strategically invests of all City funds. Responsible for daily non-utility and utility revenue posting, processing of accounts receivable/payable, bad debt, special assessments and maintains applicable records, implementation of the procurement policies, cash handling, internal controls, and policy generation for the efficiency and effectiveness of the financial management operations and duties governing such.
5. Reports to the City Council the balance of cash and investments of each fund, amounts received and disbursed. Generates various month-end reports, verifies monthly accounting data and prepares monthly financial statements, including Treasurer's report.
6. Maintains software through vendor updates and understands the workings of the software. Resolves IT issues internally or with vendor assistance, regularly verifying successful data backups.
7. Handles COBRA, FMLA, HIPAA, ACA, FSLA, OSHA and Title VI compliance, new/terminated employee regulations, onboarding, annual review execution and recording, maintaining employee files, and answers requests for information in unemployment and worker's compensation cases.



8. By the nature of this this position's wide range of responsibilities and cross-departmental policy governing, this position will supervise employee compliance behaviors and execution of the above functions and procedures encompassed by them, regardless of the employee's direct report. This position's direct reports include Administrative Services Coordinator and Administrative Specialists, sharing daily supervision of routine tasks for the Administrative Specialists with the Administrative Coordinator.
9. Reads, interprets, and applies relevant laws, rules, and regulations.
10. Performs other duties that could reasonably be expected of an employee in this capacity.

### Required Knowledge, Skills, and Abilities

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
3. Effective business communications and correct English usage, including spelling, grammar and punctuation.
4. Pertinent federal, state, and local codes, laws, and regulations.
5. Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
6. Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
7. Must possess valid Drivers' license.
8. Must be able to be bonded and insured by City's insurance carrier.

### Education, Training, and Experience

Accounting, Business/Public Administration or Finance degree from accredited four-year institution. At least one year of experience in a financial management position or equivalent combination of work experience and education. Municipal experience, CPA/CPFO, and SHRM-CP are desirable.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to sit, use of hands, and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Cognitive Demands:** Basic working knowledge of accounting policies, reports, and rules. Ability to learn payroll and billings systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

**Language Ability & Interpersonal Communication:** Ability to establish and maintain effective working relationships with the public, City Administrator, City Council, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

<b>Additional Information</b>
-------------------------------

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

<b>Acknowledgement</b>
------------------------

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Issued By: _____
Title: _____
Approved By: _____
Date: _____
Approved by City Council: _____
Date: _____

## City of Centerville

Phone: (641) 437-4339 Fax: (641) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** Administrative Services Coordinator  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Coordinator  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** Administrative Services Director  
**FLSA:** Non-Exempt

### Purpose of Position/Summary

To perform administrative and operational functions that support the Administration and Utility Departments, managing a wide variety of bookkeeping and light accounting duties. Serves as front-line supervisor for Administrative Specialists, facilitating training and ensuring routing daily activities are performed pursuant to adopted policies and procedures and accepted practices.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Validates source documentation for requests for payments.
2. Processes Accounts Payable and assists with payroll, serving as payroll backup with the Administrative Services Director is unavailable.
3. Fields correspondence from vendors relating to payables.
4. Assists in maintaining vendor profiles.
5. Assists in maintaining source documentation for regulator and grant compliance.
6. Places inventory orders.
7. Fields citizen/customer inquiries in person and phone.
8. Assists in the preparation of reports, through research and analytics for regulatory, internal and external communications.
9. Performs the operational procedures in opening and closing City Hall, as needed.
10. Puts the trash and recycling totes out for pickup.
11. Verifies petty cash drawer.
12. Coordinates and communicates with janitorial services.
13. Drafts correspondence.
14. Assists in creating new and recording changes to employee files by way of data entry and record retention.
15. Maintains informational spreadsheets for the annual regulatory, internal, and external reports.
16. Coordinates and calculates City fees on building permits, ERU's, and connection fee districts.
17. Coordinates with Public Works for delivery/purchasing of compost totes.
18. Fulfills records requests.
19. Assists with the records retention and management as directed.
20. Maintains Iowa One Call database in NTMS system.
21. Sets up the audio visual for various meetings, as needed.
22. Oversees routine daily activities performed by Administrative Specialists.
23. Performs clerking, Payroll and Website Administration and utility billing functions, as needed.
24. Coordinates and facilitates on boarding training program for Administrative Specialist series.
25. Reads, interprets, and applies relevant laws, rules, and regulations.
26. Performs other duties that could reasonably be expected of an employee in this capacity.

### Required Knowledge, Skills, and Abilities

1. Principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
3. Effective business communications and correct English usage, including spelling, grammar and punctuation.
4. Pertinent federal, state, and local codes, laws, and regulations.
5. Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
6. Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
7. Must possess valid Drivers' license.
8. Must be able to be bonded and insured by City's insurance carrier.

### Education, Training, and Experience

Bachelor's Degree in related field required, Bachelor's Degree preferred. Direct experience in the field may be substituted for education in a two-for-one year ratio.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

**Physical Requirements:** Position requires adaptability to performing a variety of duties, often changing from one task to another of a different nature without subsequent loss of efficiency or composure. Lifts and carries objects weighing up to 20 lbs. on a regular basis. On occasion may be required to lift 25 - 40 lb. bags. Pushes and pulls objects weighing up to 15 lbs. on a regular basis. Climbs ladders, step and balancing objects required on occasional basis. Use of fingers, hands, arms, body torso requiring manual dexterity is required in virtually all tasks performed.

**Cognitive Demands:** Position involves working directly with people, data and things in the provision of clerical support, operations, and finance. Requires ability to differentiate between numbers, figures and forms; visual, sound, odor and color perception. Capacity to use and interpret a variety of information furnished in written, oral, diagrammatic or schedule form. Ability to perform multiple tasks simultaneously. Must demonstrate strong organizational skills. Applies acquired knowledge of the principles and practices associated with modern accounting and clerical practices.

**Language Ability & Interpersonal Communication:** Capacity to write reports, operating regulations, news articles and related documents using proper format, punctuation, spelling, and grammar. Capacity to read and understand principles of logical or rational thinking to solve practical problems in situations where standardization normally exists. Understanding of verbal and non-verbal cues and the connection to active listening.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

### Additional Information

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

### Acknowledgement



---

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

---

Date:

Employee's Signature

Issued By:
Title:
Approved By:
Date:
Approved by City Council:
Date:

## City of Centerville

Phone: (641) 437-4339 Fax: (641) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** Administrative Specialist  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Specialist  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** Administrative Coordinator  
**FLSA:** Non-Exempt

### Purpose of Position/Summary

To perform administrative and operational functions that support the Administration and Utility Departments. Citizen facing position in the Administrative Specialist series facilitates customer/resident services.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Performs the operational procedures in opening and closing City Hall.
2. Fields citizen/customer inquiries and manages phone traffic and general emails.
3. Handles citizen complaints, requests and nuisance collection.
4. Generates monthly utility bills, accepting and recording payments accurately and in a timely manner.
5. Collects and posts fees and charges and utility as well as other miscellaneous payments.
6. Maintains City Hall's building interior for tidy appearance.
7. Maintains the databases and filing system.
8. Prepares invoices and income offset letters.
9. Draft correspondence; EMS Payments; and MWA new household bin orders.
10. Processes and coordinates processing a variety of permits; manage and update spreadsheet, correspond with Assessor's office, and help answer questions.
11. Maintains traffic violation records.
12. Maintains calendars and sets up for various meetings.
13. Processes mail, both incoming and outgoing; travel to and from post office.
14. Creates and implements strategies for records storage, security, longevity, and ongoing preservation in observance of the City's records retention policy, as directed by the City Clerk.
15. Assists in the preparation of reports, through research and analytics for regulatory, internal and external communications.
16. Operates and balance register, reconciling deposit log and bank deposits daily.
17. Backs up Utility Billing as needed.
18. Reads, interprets, and applies relevant laws, rules, and regulations.
19. Provides administrative support to any city operation as needed.
20. Performs other duties reasonably expected of an employee in this capacity.

### Required Knowledge, Skills, and Abilities

1. Principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

3. Effective business communications and correct English usage, including spelling, grammar and punctuation
4. Pertinent federal, state, and local codes, laws, and regulations.
5. Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
6. Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
7. Must possess valid Drivers' license.
8. Must be able to be bonded and insured by City's insurance carrier.

### Education, Training, and Experience

Associate's Degree in related field required, Bachelor's Degree preferred. Direct experience in the field may be substituted for education in a two-for-one year ratio.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

**Physical Requirements:** Position requires adaptability to performing a variety of duties, often changing from one task to another of a different nature without subsequent loss of efficiency or composure. Lifts and carries objects weighing up to 20 lbs. on a regular basis. On occasion may be required to lift 25 - 40 lb. bags. Pushes and pulls objects weighing up to 15 lbs. on a regular basis. Climbs ladders, step and balancing objects required on occasional basis. Use of fingers, hands, arms, body torso requiring manual dexterity is required in virtually all tasks performed.

**Cognitive Demands:** Position involves working directly with people, data and things in the provision of clerical support, operations, and finance. Requires ability to differentiate between numbers, figures and forms; visual, sound, odor and color perception. Capacity to use and interpret a variety of information furnished in written, oral, diagrammatic or schedule form. Ability to perform multiple tasks simultaneously. Must demonstrate strong organizational skills. Applies acquired knowledge of the principles and practices associated with modern accounting and clerical practices.

**Language Ability & Interpersonal Communication:** Capacity to write reports, operating regulations, news articles and related documents using proper format, punctuation, spelling, and grammar. Capacity to read and understand principles of logical or rational thinking to solve practical problems in situations where standardization normally exists. Understanding of verbal and non-verbal cues and the connection to active listening.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

### Additional Information

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

### Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_



Issued By:
Title:
Approved By:
Date:
Approved by City Council:
Date:

## City of Centerville

Phone: (641) 437-4339 Fax: (641) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** City Clerk  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Director  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** City Administrator  
**FLSA:** TBD

### Purpose of Position/Summary

Responsible for the administration and maintains integrity of all City Council meetings, document preparation, follow up activities record retention systems, operations, policies, and reports in accordance with federal, local, and state laws, professional and record codification best practices.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions, and other records of City Council action with proper legislative terminology, recording, indexing, and filing the same for the public record; in cooperation with the City Administrator.
2. Recommends and assists in establishing City policies and guidelines for various municipal programs.
3. Leads approach to preservation of City historical records, recommending and implementing continuous process improvement to meet changing state and federal regulations.
4. Supervised staff involved with Clerk-related duties.
5. Manages special projects as assigned by the City Administrator.
6. Responsible for City Council meeting agenda and packet preparation, posting and distribution and placing the agenda on the City's website, including any instructional or information supplements.
7. Ensures that legal requirements are met regarding public notices, publication and posting of City business.
8. Authenticates and obtains signatures on approved documents and distributing documents to the appropriate parties following execution, including the time and manner of publication in the manner prescribed by law.
9. Responsible for maintaining Resolution and Ordinance official record books.
10. Responsible for City Council meeting room setup prior to Council meetings and any cleanup/rearranging needed after conclusion of the meeting.



11. Performs many duties involving confidential data.
12. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
13. Receives bids for municipal construction contracts and may assist with bid openings.
14. Responsible for corresponding with residents and Polk County Assessor's office on the City's tax abatement program.
15. Issues and maintains records of various permits and licenses as approved by the City Council or other governing entity.
16. Maintain list of City Council, Committee and Board membership list including terms of members.
17. Responsible for City responsibilities related to City Council elections.
18. Responsible for organizing and maintaining City non-financial records.
19. Represents the City on various boards and commissions.
20. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in various areas of expertise.
21. Supervises and assists in the maintenance and updating of a variety of reports, files, and records.
22. Performs other duties or assumes other responsibilities as apparent or assigned.

### **Supervisory Responsibilities**

By the nature of this this position's wide range of responsibilities and cross-departmental policy governing, this position will supervise employee compliance behaviors and execution of the above functions and procedures encompassed by them, regardless of the employee's direct report. This position's direct reports include supervisory responsibility shared with City's management staff of Administrative Specialists.

### **Required Knowledge, Skills, and Abilities**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exceptional verbal and written communication skills.
2. Extensive knowledge of administrative and clerical procedures.
3. Disciplined time management skills with a proven ability to meet deadlines.
4. Excellent managerial skills and ability to evaluate the work of others.
5. Hyper-focused organizational skills and attention to detail.
6. Strong analytical and problem-solving skills.
7. Thorough knowledge of local, state, and federal laws, legal codes, and government regulations.
8. Proficient with municipal software and standards office equipment.
9. Proficient with Microsoft Office Suite or related software.

### **Education, Training, and Experience**

Bachelor's Degree in related field required. Direct experience in the field may be substituted for education in a two for one year ratio. Valid driver's license required. Must be bondable. Municipal experience, and CMC are desirable.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to sit, use of hands, and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Cognitive Demands:** Basic working knowledge of accounting policies, reports, and rules. Ability to learn payroll and billings systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

**Language Ability & Interpersonal Communication:** Ability to establish and maintain effective working relationships with the public, City Administrator, City Council, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

### Additional Information

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

<b>Acknowledgement</b>
------------------------

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_

Date:

\_\_\_\_\_

Employee's Signature

Issued By:
Title:
Approved By:
Date:
Approved by City Council:
Date:



## City of Centerville

Phone: (641) 437-4339 Fax: (641) 437-1498  
312 East Maple, PO Box 578, Centerville, IA 52544

### Job Description

**Title:** Planning Director  
**Department(s)/Job Family:** Central Administration  
**Job Category:** Director  
**Salary:** Set by City Council at Budget or union contract, as approved by City Council annually  
**Position:** Full-time  
**Reports to:** City Administrator  
**FLSA:** Exempt

### Purpose of Position/Summary

Under general to direct supervision of the City Administrator or designee, performs community development related operational and policy analysis through public contact, research and analysis, written reports, and presentations. The position oversees multiple functions within the department.

### Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Performs general administration of the Zoning Ordinance, Subdivision Regulations, and other municipal codes by answering questions from the public, advising boards, commissions and City Council of needed changes, and enforcement of their general provisions
2. Performs administration of annexation requests and studies regarding incorporation of areas into the City of Bondurant and prepares matters for action by the council.
3. Assists the city in developing and maintaining a comprehensive plan, including recommendations for possible amendment to the adopted plan. Assists in implementation of the comprehensive plan and research and recommendation on ordinances and other city policy documents.
4. Accepts applications for Change of Zoning, Street Vacation, Site Plan Review, Replat and Plats of land in the City, and prepares a recommendation for review by the Planning & Zoning Commission and final action by the City Council. This activity may also include working with the developer/property owner, consultant, and the public and coordinating meetings. Assists in notifying adjacent and affected property owners of the proposed action, publication of notices as required by state and local codes, preparation and presentation of written and verbal reports, and recording of final action taken.
5. Serves as staff support to the Planning and Zoning Commission.

6. Performs administration of applications for variances, special and conditional use permits, special exceptions and related matters for action by the Board of Adjustment, including the preparation of agendas, written reports with recommendations for action, meeting publication, notification to adjacent property owners, and recording of final action taken.
7. Assumes lead role in the development and implementation of grant-funded programs through governmental agencies and private groups by studying printed and related information about specific programs to supplement local annual budget allocations; prepares grant applications according to required format and specific instructions.
8. Assumes lead role in the preparation of special topic planning and administration reports on a variety of topics, which may be requested by the City Administrator or other department directors.
9. Assists in the development and administration of the annual budget for the Department.
10. Performs as a project manager in the preparation of special topic planning and administration reports on a variety of topics, which may be requested by the City Administrator or other
11. Performs many duties involving confidential data.
12. May be asked to assist with other areas of administration periodically in a small office environment.

### **Supervisory Responsibilities**

By the nature of this position's wide range of responsibilities and cross-departmental policy governing, this position will supervise employee compliance behaviors and execution of the above functions and procedures encompassed by them, regardless of the employee's direct report.

### **Required Knowledge, Skills, and Abilities**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exceptional verbal and written communication skills.
2. Extensive knowledge of administrative and clerical procedures.
3. Disciplined time management skills with a proven ability to meet deadlines.
4. Excellent managerial skills and ability to evaluate the work of others.
5. Hyper-focused organizational skills and attention to detail.
6. Strong analytical and problem-solving skills.
7. Thorough knowledge of local, state, and federal laws, legal codes, and government regulations.
8. Proficient with municipal software and standards office equipment.
9. Proficient with Microsoft Office Suite or related software.

### **Education, Training, and Experience**

Bachelor's Degree in related field required. Direct experience in the field may be substituted for education in a two for one year ratio. Valid driver's license required. Must be bondable. Municipal experience and APA certifications are desirable.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to sit, use of hands, and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Cognitive Demands:** Basic working knowledge of accounting policies, reports, and rules. Ability to learn payroll and billings systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

**Language Ability & Interpersonal Communication:** Ability to establish and maintain effective working relationships with the public, City Administrator, City Council, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Environmental Adaptability:** Occupational hazards are those generally associated with occupations engaged in clerical work.

### Additional Information






The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.







## Draft Leadership Development Program







### GOALS

-  Improve culture of each department.
-  Increase employee engagement.
-  Lower risk of EEOC, FLSA, FMLA, and OSHA violations.
-  Enhance workplace safety.
-  Investment leads to positive workplace inclusion and diversity outcomes.






### EMPLOYEE ENGAGEMENT & EMPLOYMENT VALUE ELEMENTS

-  Growth: EE - professional development, mentoring, time to connect with peers EV – internal coaching and training and learning opportunities.
-  Entitlements: EE – clear roles and tools to perform the job and comprehensive benefits EV – accurate job descriptions and seeking out ways to expand benefits.
-  Contributions: EE – recognition of employee efforts EV – daily affirmation, celebrating success, and sincere and constructive feedback.
-  Community: EE – belonging, voice at the table, and comradery EV – asking for feedback, open lines of communication, and team/culture building efforts.

### INVESTMENT ELEMENTS

-  Programming Investment: The expenditure of programing sessions and materials
-  Staff time: The staff time to dedicate to program involvement.
-  Tools: Investment in tools need to implement produce results from the program.
-  Liability: The cost for workplace injuries, violations, and litigation.
-  Turnover: The cost of hire and training employees.
-  Administrative: The cost of human resources dedicated to resolving issues.

## OPERATIONS ELEMENTS

-  Employee retention and recruitment.
-  Meeting training goals.
-  Stability of succession plan.
-  Achieving Mayor and Council strategic goals.
-  Meeting competency requirements.


## CONSIDERATIONS

Well-being	Investment	Operations
Employee engagement surveys	Actual costs of programing	Department performance in meeting strategic goals
Self-leadership performance reviews	Ongoing costs of liability & worker's compensation insurance	Resident feedback
Management leadership performance reviews	Index for expenses & overhead	Surveys
Peer evaluations	SHRM & Gallup guidance on retention and recruitment costs	Peer evaluated publications

## OUTLINE


### Introduction

- Leadership Development Boost Camp Program
  - This would be a multi-week effort and should involve those in the Director and Coordinator job categories, although elements of the training should pull in additional staff at all levels.
  - There are several vendors who can help with this, such as Dale Carnegie, local colleges, Iowa Area Development Group, local Chamber, etc.
- ICMA High Performance Leadership Master Certification
  - This program is geared towards developing talent pipelines within the organization and could be a good fit for staff, as determined by organizational leadership and budgetary restrictions.




## Compliance and Regulations

- **Seminars/Presentations**
  - There are many options to help with this including, City Attorney, focused Iowa League of Cities presentations, private trainer presentations, etc.
- **Virtual Learning**
  - Webinars are available on multiple topics through ICMA, Iowa League of Cities, and private companies.
  - IMWCA has virtual training or loaner training options that are free of charge. IMWCA also has staff willing to present with no cost to an IMWCA member.



## Conferences and Training

- Iowa Employment Conference
- Department and Employee Specific Conferences and trainings



## Book Club

- Leadership books

## EXAMPLE OF TOPICS TO BE COVERED IN LEADERSHIP BOOST CAMP

### Leadership Excellence Objectives

6 time-spaced session | 3 hours each

- Build confidence and self-direction
- Strengthen people skills
- Improve process skills
- Enhance communication skills
- Increase accountability

### Draft Leadership Boost Camp Program Overview

Week 1	Week 2	Week 3
<ul style="list-style-type: none"> <li>• Build a foundation of success</li> <li>• Review Mayor and Council Mission, Vision, and Values</li> </ul>	<ul style="list-style-type: none"> <li>• Time Management</li> <li>• Delegation</li> <li>• Gain Willing Cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• Disagree agreeably</li> <li>• Change Readiness</li> </ul>
Week 4	Week 5	Week 6
<ul style="list-style-type: none"> <li>• Coaching for Skill Development</li> <li>• Influence Others</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching for Performance Improvement, Motivation, and Recognition</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate to Lead</li> <li>• Sustaining Growth</li> </ul>



## ICMA High Performance Leadership Academy Information

Below is a description provided by the program.

Think and act like a high performing leader. This 12-week online course delivers the leadership tools you need to deliver increased value to your organization.

The ICMA High Performance Leadership Academy is a 12-week online program created to equip local government professionals with leadership skills in organizational development and change management, negotiation and collaboration, effective communication, and how to deliver increased value from high performance management.

The robust curriculum of the **ICMA High Performance Leadership Academy** has been designed and developed in collaboration with the Professional Development Academy, Marshall Goldsmith, and over 3,000 C-suite leaders and top academics.

### Who Should Attend?

Local government professionals interested in improving their capabilities, team engagement, and organizational outcomes. In some instances, this program is ideal for chief administration officers, assistant chief administration officers, and department heads who are interested in learning more about leadership and high performance management.

### What is the Course of Study?

With intentionally designed asynchronous and synchronous activities and rich content and application-focused outcomes, the program takes a whole-solution approach to high performance leadership rather than a focus on siloed activities.

#### Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

#### Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing, and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial, or market-based reasons for change and drive toward breakthrough results.

#### Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing, and receiving feedback, and negotiating with the Mutual Gains Approach.



#### Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is “It’s All About People.”

##### What Are the Programmed Activities?

- **Breakout Group Meeting** – 60-minute meeting (in-person or virtual) amongst breakout group members (typically 10-12 participants).
- **Breakout Group Summary** – These posts are for the rest of the cohort to see what your breakout group discussed. Each week your breakout group’s designated leader or scribe will write this post which will be seen by the entire cohort.
- **Discuss with Breakout Group** – Share your thoughts, perspectives, and comments with your breakout group. These will be seen by you, your breakout group, and faculty.
- **Discuss with Cohort** – Share your thoughts, perspectives, and comments with your cohort. This is an online threaded discussion. You are expected to engage in with your colleagues. Posts will be seen by all participants and faculty.
- **Live Event** – 60-minute, virtual meeting conducted via web conference with your entire cohort and facilitated by your faculty mentor.

## COMPLIANCE AND REGULATIONS

#### Presentations from City Attorney or other Qualified Presenters

- FMLA
- EEOC and OSHA
- FLSA

#### Society for Human Resource Management Virtual Training

- **Bully & Respect in the Work Place** - This bullying training is designed to help you stop abusive behavior and maintain respect and good manners among your employees. The constant bullies they create - and the way their harmful activities tend to build over time - not only damages the individual targets of their behavior but also the workgroup as a whole. WCAG2.0, Level AA Compliant
- **Creating an Inclusive Workplace** - This bullying training is designed to help you stop abusive behavior and maintain respect and good manners among your employees. The constant bullies they create - and the way their harmful activities tend to build over time - not only damages the individual targets of their behavior but also the workgroup as a whole. WCAG2.0, Level AA Compliant
- **Cultivating Support for an Inclusive Workplace Culture** - The *Cultivating Support for an Inclusive Workplace Culture* course discusses the critical business case components to include when focusing on improving inclusion in your workplace culture. You can make an impact by making your workplace culture more inclusive.

The course explores how to write and share inclusion stories to support the transformation by providing sample stories and data points to gain momentum. The course highlights how to tailor the inclusive workplace culture story with leaders, managers, and employees.

Learning Objectives:

- Describe the components of a good business case
- Explain how to use storytelling to share the business case across your organization
- Identify the different channels that need to be included in the business case story
- Write your business case story for why you need an inclusive workplace culture
- Program contains closed captions. Please use our [Accessibility Accommodation Form](#) to request additional accommodations.

Recertification:

SHRM: 1 PDC

### Presentations from IMWCA

- Workplace Harassment Prevention  
<https://drive.google.com/file/d/1ogbPWqfQU4UEPCgfaHLzV884lg-HLuKn/view>

## CONFERENCES AND TRAINING

### Iowa Employment Conferences

Information from Iowa Employment Conferences is below.

**Since 2006, the Iowa Employment Conference has been THE source for classroom instruction covering topics in the areas of employment, training, benefits & wellness education.**

**Spring Conference:** This conference is the largest of its kind, in the state of Iowa, offering over 50 informative, interactive and educational sessions delivered by some of the top employment lawyers, payroll professionals, workforce development leaders and many others, from Iowa and surrounding states. It remains an essential event for those who want to stay up-to-date and compliant with the latest developments in labor and employment law, best practices, healthcare reform, how-to's, wellness and analysis and trends, and more.

**Fall Conference:** This one-day conference highlights a hot topic that's currently affecting employers. It's a perfect choice for professionals wanting to gain more in-depth knowledge on a specific employment topic that is relevant to their current or future role or that they simply want to learn more.

**Other Conferences, Meeting, and Trainings Vary by Department and are currently budgeted for and have been on going as part of the current training plan the City offers.**

## BOOK CLUBS

The Leadership Training program suggests a quarterly meeting that can begin with a presentation and include discussion of management books read during the previous quarter. Some suggested book for ongoing, quarterly book clubs include:

- **Emotional Intelligence 2.0** – Dr. Travis Bradberry & Dr. Jean Greaves
- **Strengthfinder 2.0, Discover Your CliftonStrengths** – Gallup and Tom Rath
- **Managing People as Assets** - C. Kenneth Meyer, Lance J. Noe, Jeffrey A. Geerts, Garry L. Frank
- **The New One Minute Manager** – Ken Blanchard, PhD and Spencer Johnson, MD
- **Who Moved My Cheese** – Spencer Johnson, MD
- **Our Iceberg is Melting** – John Kotter
- **Managing Transitions, Making the Most of Change** – William Bridges

---

## Utility Services Application form

Below are the procedures for establishing an electronic method for signing up for utility billing services.

### *Electronic Method*

1. Complete the [utility application](#) found on the City's website.
2. Email the application to City Hall at [kmoorman@centerville-ia.org](mailto:kmoorman@centerville-ia.org).
3. When the Administrative Specialist receives the application by email, they will establish a utility account. Once the account is set up, a registration and instruction email will be sent to you with login information to pay the deposit online.
4. Login to your new utility account per the instruction email and pay the deposit.
5. Move into your new home, and have peace of mind that your utilities are ready to go!



# Utility Application

## Payments Due the 15<sup>th</sup> of Each Month

**Utility Service Sign up** – *print legibly with black/blue pen*

**Return to 312 East Maple, PO Box 578, Centerville, IA 52544, Deposits are accepted in cash or check only.**

Drop off in the office, Mail to the Office, or Put into the drop box at City Hall

### Service Holder's Information

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
First M.I. Last

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

Email Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Date to Start Service: \_\_\_\_\_ Social Security No\*: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

I would like to opt into emailed paperless billing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	I would like to opt into auto pay?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Own?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### Landlord Information

Name or Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### or bank info card

Name of Financial Institution: \_\_\_\_\_  
City State

Bank Routing No: \_\_\_\_\_  
(First set of numbers on your check including all zeros)

Checking  Savings

Account No: \_\_\_\_\_  
(Second set of numbers)

I hereby authorize the City of Centerville to initiate variable debit entries to my (our) checking/saving account indicated above and the above named bank to debit my (our) account. This authority will remain in effect until I notify the City of Centerville.

Also I understand that I remain responsible to pay for utility services in the event that a charge to my account is dishonored, for whatever reason, and that the City of Centerville retains its normal collection rights.

Yes

No

*(Office Use only)* Utility Account No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit Information**

Deposit Amount: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

**Deposits must be in the form of cash or checks.**

The above referenced deposit is intended to guarantee payment of bills and is required for each account. An additional deposit may be subsequently required if the deposit is found insufficient and the account becomes marked by untimely payments.

The amount of deposit shall be determined in accordance with the City of Centerville's service rules and applicable rules of the Iowa State Commerce Commission. I understand that this deposit will be applied to my account upon termination of services. If the deposit is more than my "final bill", I will promptly pay the balance due. If payment is not received within 30 days of final bill issuance, my account will be turned over to the State of Iowa's Income Offset Program. A \$42 administrative fee will be added. If the deposit is more than my "final bill", the City of Centerville will refund the credit balance.

A ten percent (10%) late fee is added to my bill every time my bill is not paid in full by 8:00 a.m. on the 16<sup>th</sup> of the month. Should I be sent a disconnect notice and do not pay the amount due by 8:30 a.m., on the specific date printed on said notice, a \$50 nonpayment fee will be added to my account regardless of disconnection of service.

**Other Responsible Party for Billing**

Name or Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**Disclaimer and Signature**

*First bill – approximately 30 days in arrears, availability fees for water, sewer, garbage, recycling, and storm water. No proration applies to this first bill it is the same whether the turn on date is the first or last day of the month.*

*Second bill – total consumption from the date service is initiated to the meter read on the 1<sup>st</sup> of the month at the beginning of the billing cycle (typically 6 weeks)*

*Third bill and each subsequent – four week billing window, approximately 30 days in arrears, which ends of the 15<sup>th</sup> of the previous month. For example: March 1, bill will be for gallons metered between January 1 and January 31 approximately.*

*Final read – billing window may be up to 6 weeks + availability fees*

I, hereby request utility services, for the premises listed above beginning on the \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, pursuant to the rules and regulations of the City of Centerville. I agree to pay all bills rendered by the City of Centerville until I give notice to the City of Centerville to discontinue said utility services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*I understand that in giving my social security number that it can be used by the City of Centerville to collect unpaid debt.

Staff Initials: \_\_\_\_\_

## DRAFT Compensation Philosophy and Policy

A compensation philosophy is simply a formal statement documenting the City's position about employee compensation. It explains the "why" behind employee pay and creates a framework for consistency. Employers use their compensation philosophy to attract, retain and motivate employees.

Compensation philosophies are typically developed by the human resources department in collaboration with the executive team. The philosophy is based on many factors, including the City's financial position, the size of the organization, the industry, service objectives, market salary information, the level of difficulty in finding qualified talent, and the unique circumstances of the organization. The compensation philosophy should be reviewed periodically and updated based on current factors affecting the organization. For example, market conditions may make it difficult to find qualified talent in a particular specialization, and an employer may need to pay a premium for these candidates. If the City's current compensation philosophy does not support this value, then the organization may need to change its philosophy to meet its current needs.

A well-designed compensation philosophy supports the organization's strategic plan and initiatives, service goals, competitive outlook, operating objectives, and compensation and total reward strategies.

Most compensation philosophies seek to:

- Identify the City's pay programs and total reward strategies.
- Identify how the pay programs and strategies support the City's service strategy, competitive outlook, operating objectives, and human capital needs.
- Attract people to join the City's team.
- Motivate employees to perform at the best of their competencies, abilities, and skill sets.
- Retain key talent and reward high-performing employees.
- Define the competitive market position of the City in relation to base pay, variable compensation, and benefits opportunities.
- Define how the City plans to pay and reward competitively, based on market and organizational conditions, competition, and ability to pay.
- Ensure equal pay for equal work, with allowable pay differences based on factors not prohibited by law.

An effective compensation philosophy should pass the following quality test:

- Is the overall program equitable?
- Is the overall program defensible and perceived by employees as fair?
- Is the overall program fiscally sensitive?
- Are the programs included in the compensation philosophy and policy legally compliant?

- Can the organization effectively communicate the philosophy, policy, and overall programs to employees?
- Are the programs the organization offers fair, competitive, and in line with the compensation philosophy and policies?

### **Step 1: Determine the Organization's Compensation Philosophy**

Before creating salary ranges, the organization must first determine what its approach or philosophy is to compensation. What is the mindset that drives pay decisions? Determining the compensation philosophy requires an in-depth look at the company's beliefs regarding compensation. The key is to create a philosophy and be consistent in its application regarding pay practices.

#### **Match the Market**

An employer can choose to lead, lag, or match the market when compensating employees. Being a market leader means that the organization pays more for jobs than its competitors. Typically, an organization does this to gain an advantage or attract talent away from its competitors. If an employer decides to match the market, it pays roughly the same as its competitors, and if an employer lags the market, it is paying less than market rates. Generally, an employer rarely chooses to lag the market as a conscious pay strategy. It is often either discovered after market research reveals the practice, or it may be the result of a limited compensation budget. In rare circumstances an employer's brand may be so attractive (e.g., Disney, Google) that the employer can pay lower-than-market wages without a negative impact on recruitment and retention. When turnover is high, there are increased costs associated with recruiting, selecting and training replacements. Other, more-difficult-to-quantify effects also arise, such as declines in productivity, morale, customer satisfaction and innovation.

The City of Centerville has a philosophy of matching the market using an average of comparable communities. Comparables were selected based on a number of factors, including population, county seat, and location.

#### **Salary Ranges**

Salary ranges help employers control their pay expenses and ensure pay equity among employees. It is critical that the City have rational explanations for why it pays employees a certain rate. Defined salary ranges help accomplish that. Additionally, defined salary ranges communicate a path for future compensation potential and set the expectations for entry level.

### **Step 2: Conduct a Job Analysis**

A job analysis is a process for gathering, documenting, and analyzing information about a job to determine the activities and responsibilities it includes, its relative importance to other jobs, the qualifications necessary for performing the job and the conditions under which the work is performed. The City of Centerville conducts job analysis at least every three years and anytime the organizational structure requires.



### Step 3: Conduct Market Research

Conducting market research ensures that wages paid to employees are comparable to similar positions in the marketplace. When conducting salary market research, staff should consider the following:

- Job titles vary between Cities. Staff should read the descriptions of the jobs surveyed to make sure that the related tasks, functions, and levels of responsibility match the positions at Centerville.
- To obtain current, accurate salary information, Centerville will typically need to purchase or solicit salary data.
- Whenever possible, employers should try to obtain information from more than one market survey resource, at least for benchmark positions.
- It should be realized from the outset that each City has jobs that are unique and that it will be impossible to find exact matches for all jobs. Staff may need to consider jobs that closely fit the principal aspects of a particular job and consider salary data for more than one type of job.

### Step 4: Create Job Grades

Job grades are groupings of positions with similar worth. Centerville uses their job evaluation data to group positions into job grades by department and function, as is standard Statewide. Below is an example.

Job Family	Job Category	Job Title
Central Administration	Director	City Administrator
	Director	Administrative Services Director
	Coordinator	Administrative Services Coordinator
	Specialist	Administrative Services Specialist

### Step 5: Create a Salary Range Based on Research

Centerville should note the range of pay in the salary surveys. For each position, the City will establish minimum (up to 3 years in their role), midpoint (3 to 6 years in their roles), and maximum (beyond 6 years in their role) pay ranges.

The wage band begins with the Maximum. Maximum = Average, Midpoint = Maximum x .90, Minimum = Maximum x 0.75. After the salaries for current employees have been placed into the range, several employees may not be in line with the guidelines and ranges the City has established. "Red circle rates" are salaries/wages that are above the maximum rate the City has established for the position's salary range. "Green circle rates" are salaries below the minimum rate the City has established for the position's salary range. Staff will develop strategies to rectify anomalies by considering factors such as budget, employee performance, and years in the role.

**Step 6: Updating and Aging**

Compensation rarely remains static. The rate of pay is constantly changing with external market and economic activity. Aging is the activity of increasing salary grades with the market without the cost of purchasing or soliciting new salary survey data each year. To do this, the City will use the Midwest CPI as published in the Iowa League of Cities Annual Special Budget Report. It measures changes in the cost of total compensation, which includes wages, salaries, and the employer's cost of employee benefits. Salary survey data should be gathered and reviewed every three years so that appropriate adjustments can be made to the organization's salary ranges.

### Recommended Wage Ranges

Job Family	Job Category	Job Title	Max	Midpoint	Min	Centerville FY25
Central Admini	Director	City Administrator	\$ 150,992.28	\$ 135,893.06	\$ 113,244.21	\$ 112,424.50
	Director	Administrative Services (Finance) Director	\$ 95,367.22	\$ 85,830.50	\$ 71,525.41	-
	Coordinator	Administrative Services Coordinator (Bookkeeper/Deputy City Clerk)	\$ 65,538.04	\$ 58,984.24	\$ 49,153.53	-
	Specialist	Administrative Services Specialist	\$ 62,267.41	\$ 56,040.67	\$ 46,700.56	\$53,560.00-\$57,159.23
Police	Director	Police Chief	\$ 117,382.99	\$ 105,644.69	\$ 88,037.24	\$ 93,731.55
	Coordinator	Public Safety Dispatch Supervisor	\$ -	\$ -	\$ -	\$ 57,907.20
	Specialist	Police Officer	\$ 82,282.95	\$ 74,054.66	\$ 61,712.21	\$ 64,854.40
	Specialist	Dispatcher	\$ 57,925.23	\$ 52,132.71	\$ 43,443.92	\$ 54,558.40
	Specialist	Administrative Assistant/Support	\$ 63,745.06	\$ 57,370.56	\$ 47,808.80	-
Fire	Director	Fire Chief	\$ 100,268.53	\$ 90,241.68	\$ 75,201.40	\$ 82,400.00
	Coordinator	Fire Captain		\$ -	\$ -	-
	Specialist	Firefighter/EMT	\$ 68,577.16	\$ 61,719.45	\$ 51,432.87	\$ 55,556.80
	Specialist	Firefighter/Paramedic	\$ 79,281.75	\$ 71,353.58	\$ 59,461.31	\$ 61,110.40

Job Family	Job Category	Job Title	Max	Midpoint	Min	Centerville FY25
Streets	Director	Public Works Director	\$ 109,172.68	\$ 98,255.41	\$ 81,879.51	\$ 93,980.78
	Coordinator		\$ -	\$ -	\$ -	
	Specialist	Public Works Laborer	\$ 68,954.63	\$ 62,059.17	\$ 51,715.97	\$ 64,001.60
Water	Director	Public Works Director	\$ 102,385.29	\$ 92,146.76	\$ 76,788.97	\$ 93,980.78
	Coordinator		\$ -	\$ -	\$ -	
	Specialist	Public Works Laborer	\$ 68,954.63	\$ 62,059.17	\$ 51,715.97	\$ 64,001.60
Waste-water	Director	Public Works Director	\$ 96,621.74	\$ 86,959.56	\$ 72,466.30	\$ 93,980.78
	Coordinator			\$ -	\$ -	
	Specialist	Public Works Laborer	\$ 68,954.63	\$ 62,059.17	\$ 51,715.97	\$ 64,001.60
Library	Director	Library Director	\$ 82,725.67	\$ 74,453.10	\$ 62,044.25	\$ 65,310.00
	Coordinator			\$ -	\$ -	
	Specialist	Librarian (Full-time)	\$ 61,108.24	\$ 54,997.42	\$ 45,831.18	\$ 44,532.80
	Specialist	Librarian (Part-time)	\$ 23.74	\$ 21.37	\$ 17.81	-
Parks & Rec	Director	Recreation Director	\$ 64,697.17	\$ 58,227.46	\$ 48,522.88	NA
	Coordinator	Pool Manager	\$ 19.41	\$ 17.47	\$ 14.56	
	Specialist	Lifeguard	\$ 12.11	\$ 10.89	\$ 9.08	