

CITY OF LAKE VIEW, IOWA



CITY ADMINISTRATOR

THE COMMUNITY

The City of Lake View is located in Sac County and is home to the beautiful Black Hawk Lake. Although the city population is 1,113, Lake View attracts nearly 250,000 visitors a year! Lake View is an approximate 2 hour drive from both the Des Moines metro area as well as Omaha, NE.

Lake View offers numerous recreational activities with their parks, lake, trails, and golf courses as well as a public library. The business community is diversified, not dependent on any one economic sector, and employees are skilled and educated workers. The city's motto is "Find your passion" as there are many different activities to indulge in at Lake View.

The city has many restaurants to choose from as well as a winery and vineyard for all of you wine connoisseurs out there. Equipped with convenient gas stations, liquor stores, and a grocery store, the city also has a farmer's market that is open every Saturday from May-September.

Arts and Culture:

Lake View, IA is home to the one and only Black Hawk Lake. The Lake itself attracts hundreds of thousands of visitors a year and has become a staple of Lake View's community and culture. Lake View hosts many annual events such as Sip and Sample wine-tasting event, the Stone Pier Summer Concert Series, and the Sauk Rail Trail hosts many biking events all summer long.



MAJOR EMPLOYERS

Black Hawk Life Care
Center

Corn Belt
Communications

East Sac County High
School

Evapco

Oldcastle Infrastructure

Jacobsen Seed

Education:

Lake View is part of the East Sac County Community School District. The elementary school resides in Sac City, just 10 miles east of Lake View, while the junior high and high school lies in Lake View. There aren't any community colleges in the city, though Iowa Central in Fort Dodge is within 60 minutes and the Carroll DMACC campus is located within 30 minutes.



Churches:

The city has 3 Protestant churches that serve the community. Emmanuel Lutheran Church, First Congregational United Church of Christ, and Lakes United Methodist Church all provide Sunday worship for the city. Catholic churches are located nearby in Wall Lake and Sac City.

Health Care and Wellness:

There are 2 medical clinics in Lake View. Loring Hospital is in Sac City and Stewart Memorial Community Hospital is in Lake City. Lake View also provides chiropractic services, dental services, optometry, as well as a pharmacy for the people of Lake View. The city also has a nursing home facility, Black Hawk Life Care, for long-term care for many elderly residents.



Public Safety:

The city's police department consists of a police chief with 4 police officers; 3 full-time and 1 part-time. The Lake View fire department has one fire chief with 25 volunteers. Sac County manages emergency services, with one location in Lake View.

Library:

The Public Library was built in 1987 and was recently expanded in 2020. The library provides a wide catalog of items to check out such as books, magazines, movies, and audiobooks. The library provides free wifi for all guests, computers, as well as a children's section. There is a large meeting room that is able to be divided if need be and has a tv for movie viewing and Wii games. The after-school program is absolutely incredible.

Parks and Recreation:

Lake View offers endless opportunities for outdoor recreation. Whether your passion is biking or birding or just connecting with family and friends outdoors, Lake View has something for you. Rated 6th in Iowa lakes by Iowa Outdoor Magazine, Black Hawk Lake is a popular gathering place welcoming approximately 250,000 visitors annually. A 957-acre lake, it is the southernmost glacial lake in the United States. With 50% of its shoreline accessible to the public, Black Hawk Lake hosts a variety of outdoor activities. The lake offers boating, fishing, camping, and just general outdoor fun.

The historic stone piers along the city shoreline of Black Hawk Lake offer access to the water for fishing, photography or just relaxing. They also provide the background for many summer weddings, the Black Hawk Lake Summer Carnival, and Lake View's annual series of outdoor music concerts – the Stone Pier Summer Concert Series. Take a stroll on the Pier to Pier walkway that connects the two Stone Piers for a great way to watch the action on Black Hawk Lake.

For the kids, Lake View has a splash pad located at Speaker Park which is open from Memorial Day to Labor Day. The splash pad provides safe, clean entertainment for the children. There are shaded benches for parents as well as free wifi in the area for those spectating.

Lake View has three public golf courses located within fifteen minutes of town. Spring Lake Golf and Country Club is a nine-hole, par 36 course located five miles west of Lake View along Highway 71. Sac City has the Sac Country Club, a nine-hole, par 34 course located approximately 10 minutes from Lake View. Ten miles south of Lake View on the east side of Breda is the Breda Golf Course.



GOVERNANCE & ORGANIZATION

The City of Lake View has been a municipal corporation since 1880. The city operates under a Mayor-Council with an appointed City Administrator form of government and elects a 5-member council as its legislative and governing body. The mayor is elected for a four-year term. All council members are elected at large and each are elected to four-year terms as well. The mayor and council appoint the City Administrator, police chief, city attorney, city clerk, and boards and commission members. The council meets in regular sessions on the 1st and 3rd Mondays of each month at 7:00 pm.

The city's current Levy rate is \$7.49 per \$1,000 valuation and has a FY 23-24 overall budget of approximately \$7.9 million. The city's finances are solid and stable.

COUNCIL INITIATIVES:

- Highway 175 and Campground Drainage
- Affordable Workforce Housing
- Commercial and Industrial Development
- Capital Improvement Planning
- Electrical Plant and Substation Upgrades
- Sewer Plant Project Completion
- Code Enforcement and Nuisance Abatement



ABOUT THE POSITION

The City Administrator implements council policies and oversees department operations. The City of Lake View seeks a dynamic leader. The Ideal City Administrator will be able to see the big picture, to be a strategic thinker and leader with the ability to make sound decisions that are in the city's best interest.

Having a municipal electric utility is an important part of the job. Lake View has a large electric utility with 90 miles of rural lines.

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

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



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

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

SPECIFIC TRAITS IDENTIFIED

- Leadership for the staff, Boards, and City Council to provide technical consultation and a recommendation on policies, services, and programs
- Long-term financial planning, budgeting, and knowledge of TIF
- Has experience in leading and completing projects
- Strategic and Comprehensive Planning
- Champions a customer service environment at all levels within the organization, demonstrate active listening skills and patience
- Foster relationships with community partners, regional entities, and other communities
- Infrastructure repair/replacement and Capital Improvement Planning
- Comfortable being a public figure; approachable and personable
- Follow current ordinances & city code
- Ambassador; an advocate for the objectives of the city - community promoter
- An active Administrator attends community meetings and festivals, participates in community clean-up events, and promotes a business-friendly environment
- Accepts responsibility and can make sound decisions, with input from stakeholders
- Success with economic development projects
- Has an open door policy, transparency
- Recognize employee accomplishments
- Strong communication skills and presenter
- Using technology to operate more efficiently
- Experience managing human resource matters
- Understand fiscal administration of budgets and forecasting needs
- Has a large professional network and demonstrates resourcefulness
- Experience writing and implementing grants
- Knowledge of Union negotiations
- Accept/evaluate new ideas with an open mind

EDUCATION, EXPERIENCE & TRAINING

Graduation from high school is required, while it is preferred to have a bachelor's degree with an emphasis in Public or Business Administration, Accounting, or a related field and a year of related experience and/or training; or an equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

COMPENSATION AND BENEFITS

The salary range is \$80,000-\$100,000 annually, depending on qualifications and experience, IPERS retirement benefits, life, medical insurance, holidays, and paid time off including vacation and medical leave benefits. Mileage reimbursement is available for travel. Residency within the city limits is required within six months of employment unless an extension is mutually agreed upon.

TENTATIVE TIMELINE

June 2	Applications will be accepted until noon
June 5	Screening/Written and/or Phone Interview
June 12	Selection of finalists
June 13	Background Checks
June 19	Interviews
July	New City Administrator Starts

HOW TO APPLY



Submit your cover letter, resume, salary history, and five recent professional references (including email addresses) by noon CST on June 2, 2023, to Midwest Municipal Consulting, LLC. at Ehansen.mmc@gmail.com. See the full job description at www.lakeviewlifestyle.com.

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



Midwest Municipal Consulting

The City of Lake View is an Equal Opportunity Employer.