



Nevada, Iowa

Assistant City Administrator/ Finance Director

The City of Nevada, Iowa, is looking for an intelligent, visionary leader to serve in a new position as Assistant City Administrator/ Finance Director. This opportunity is about more than just juggling numbers and budgets; it's about becoming part of a team that will continue to grow this central Iowa community toward a bright future for its residents.

Timeline:

- Oct. 14, 2025, Position posted
- Nov. 7, 2025, 1st Review of applicants
- Week of Nov. 17, 2025, Interviews begin
- Dec. 15, 2025 (or sooner), Start Date

Quick Facts:

- Population 7,082
- FY26 Budget: \$33,749,494
- Total City Staff: 54
- Property Tax Rate: 14.60948
- Households: 3,052
- Median Residential Property Value: \$225,431
- Home Ownership Rate: 71.1 percent
- Per Capita Income: \$47,378
- Your Compensation: \$89,024 to \$118,705
- Your Benefit Package: Includes vacation, sick leave, 11 holidays, IPERS, group health/dental/vision, life insurance, long-term disability, and flexible benefits

Purview of this position

You will work under the general supervision of the City Administrator in a multi-faceted role, supporting the City Administration Department with daily operations, assisting in policy development, strategic planning, and management of City resources. You will act as the City's Finance Director, managing all financial operations of the City. You will also supervise office staff, including the training and evaluation of subordinates. In the absence of the City Administrator, you will fulfil the duties of the chief administrative official.

Duties

- Preparing and submitting the City's State-required reporting, including but not limited to budget preparation, annual financial reports, and certifications
- Planning, organizing, and supervising operations of the Finance Department, including disbursement and accounting of municipal funds, payroll, utility billing, and preparation of monthly, quarterly, and annual reports, and supervising staff assisting with these duties
- Providing financial analysis and reporting, and managing the City's investments
- Ensuring compliance with local, state, and federal regulations
- Assisting with development agreements and administering TIF and Urban Revitalization
- Assisting with policy development, strategic planning, union negotiations, and employee benefit packages

Required Skills/Experience

- Prefer education and/or experience of 5-6 years in a related field and 2 year's experience working with Tax Increment Financing
- Certified Finance Officer or City Clerk through IMFOA, IIMC, or GFOA, or experience as a City Administrator/Manager and member of IaCMA/IMMI
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to exercise independent judgement and to use resourcefulness in solving problems.
- Ability to establish and maintain effective working relationships with the city administrator, co-workers, elected officials, the press, and the general public.



About Nevada, Iowa

Our community has the charm of a small town, while being close to Ames and Des Moines. With visionary leaders, we have experienced continuous growth during the past decade. We have a diverse economic base of industrial, agricultural, educational, and commercial enterprises.

We have a vibrant Main Street District, which is part of the Main Street Iowa Program and Main Street America Coordinating Program. Our Main Street District features unique shops and restaurants.

Our community hosts several successful annual events, including Pizza Pie Looza in May, which brings in national recording artists, the Story County Fair in July, and Lincoln Highway Days, with a rodeo, truck pull, and car show, in August.

Leaders and residents of Nevada view their community as one that works together to ensure and protect a high quality of life. Our City is truly a great place to live, raise a family, work, and play.



Recreation Abounds

Residents living in Nevada enjoy an active recreational community, including programs for all ages through our Parks and Recreation Department. The Nevada SCORE Park is central to many events. The park is home to Fawcett Family Aquatic Center, four-plex ball diamonds, several soccer fields, two playground areas, four tennis courts, a basketball court, and the high school baseball field. SCORE connects to the City's trail system. It is also home to our new Nevada Field House, which has indoor sports fields, courts, a walking track and more.

Outstanding Local Healthcare and Schools

Story Medical Center is located at the edge of town, with a team of 40 providers delivering high-quality healthcare, physical therapy, and Emergency Room services.

The Nevada Schools just posted exceptional, high-performing and commendable ratings from the Iowa Department of Education. We are blessed with outstanding educators and extra-curricular activities, plus state-of-the-art facilities.



To Apply

Please apply online through the City's website: www.cityofnevadaiaowa.org.

Printed paper application and resume may also be sent to:

City of Nevada, Personnel

1209 6th St.

PO Box 530, Nevada, IA 50201-0530

You may also email an application to:
kwright@cityofnevadaiaowa.org

Deadline for Applications:

This position will be open until filled.

First review of applications is Nov. 7, 2025.

A pre-employment physical, drug screen, and background investigation will be conducted. EOE/AA

Any questions may be directed to Jordan Cook at jcook@cityofnevadaiaowa.org or Kerin Wright at kwright@cityofnevadaiaowa.org.

