



ASSISTANT CITY ADMINISTRATOR

CITY OF MOLINE, ILLINOIS

POPULATION 42,985

About the Position

Background

The City of Moline is looking for its **first Assistant City Administrator** to fill a newly-created position as part of an organizational restructuring. The City Administrator is looking to maintain a highly effective and efficient local government where staff and residents take great pride in the leadership and management of the City. This position is the senior member of the City Administrator's management team.

IDEAL CANDIDATE ATTRIBUTES

- *Effectively exercise independent judgment.*
- *Exceptional leadership and managerial traits.*
- *Outstanding analytical and problem-solving skills.*
- *Capacity to be a positive ambassador for the City.*
- *Demonstrate strong interpersonal communication skills, written and verbal.*
- *Successfully collaborate with the Mayor, Council, Department Directors, staff, stakeholders, residents, businesses and external agencies.*
- *Ability to execute the short and long-term vision for the City.*

The City of Moline is located in Rock Island County, Illinois, nestled between the Mississippi River and the Rock River. Part of the "Quad Cities," metropolitan area with a population of nearly 400,000. Chicago is 175 miles to the east— Des Moines is 160 miles to the west. Moline is halfway between Minneapolis-St. Paul and St. Louis.

7-MEMBER City Council, \$147,000,000 budget, the City of Moline is a full-service City with 4 collective bargaining units.



Take time to live, play and discover!

RESUME & LETTER OF INTEREST BY APRIL 10TH



Downtown Moline—5th Avenue 1950s



Downtown Moline—1930s

State of Illinois - First explored by the French, the area soon became a British territory, and Illinois became the 21st state in 1818. After the Civil War, Chicago's population skyrocketed and its prominence increased. By the 20th century, Illinois had a population of 5 million people attracted to it's expanding industrial base and employment opportunities. Also known as *'the Land of Lincoln'* and the *'Inland Empire State'*.

Moline - The *"City of Mills"*, from the French *moulin* was incorporated on August 29, 1872 under Illinois State Law. Local settlements came with the construction of a dam providing energy to power local mills. Hydro power attracted industrialists and factories, Swedish, Belgian and German immigrants. John Deere, the inventor of the self-scouring steel plow, relocated his steel plow company to Moline and today remains the world headquarters.

Geography

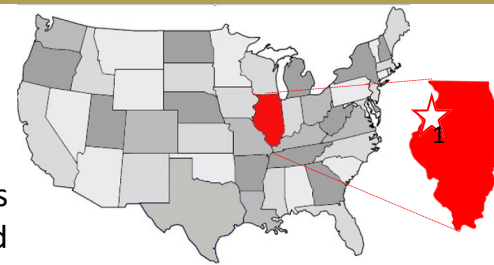


The State of Illinois is surrounded by Upper Midwest states of Wisconsin, Indiana, Missouri & Iowa. Moline is located on the northwestern edge of the State on the Mississippi

River 175mi west of Chicago between St. Louis and Minneapolis - St. Paul. The City covers 16.42 sq/mi.

Cities within a few hours' drive include:

Chicago (3 hrs)	Springfield (3 hrs)	Des Moines (3 hrs)
Milwaukee (4 hrs)	St. Louis (4 hrs)	Indianapolis (5 hrs)
Kansas City (6 hrs)	Minneapolis (6 hrs)	Louisville (6 hrs)
Cincinnati (6 hrs)	Columbus (7 hrs)	Detroit (7 hrs)



DEMOGRAPHICS

TRANSPORT

Quad City International Airport (MLI)

Serves 11 non-stop hubs with dozens of flights daily on four major airlines *Allegiant, American, Delta and United* in addition to major air freight carriers like BAX Global, DHL/ Danzas Air & Ocean, DHL Express and UPS Supply Chain Solutions. Moline is 3 hours away from Chicago O'Hare Airport.

POPULATION

According to the 2020 US Census, the Moline's population is 42,985 and of 470,973 for the Quad Cities Metro Area. There are an estimated 18,449 households of 2.26 persons per household and 66.2% owner-occupied housing unit rate. The city has a total area of 16.43 square miles. Population density is 2,468 people per sq/mi.

Population by Age Range			
Age group	Percent	Age group	Percent
>5	6.4%	45-54	12.1%
6-17	16.4%	55-64	13.8%
18-24	8.2%	65-74	9.1%
25-34	13.8%	75+	8.1%
35-44	12.2%		

(Source: statisticalatlas.com)

AGE DISTRIBUTION

Moline has a well balanced population. 22.71% of the local population is under 18, 17.19% is over 65.

ETHNIC COMPOSITION

According to the 2020 Census data, Moline's ethnicity is composed of 65.23% White, 18.68% Hispanic or Latino, 8.52% Black or African American, 4.09% Mixed Race, 2.97% Asian, 0.17% Native American or Alaska Native, 0.03% Pacific Islander, 0.31% Other Race. Of residents +25, 89.1% have at least obtained a High School Diploma and 28.2% a Bachelor or higher degree.

COST OF LIVING

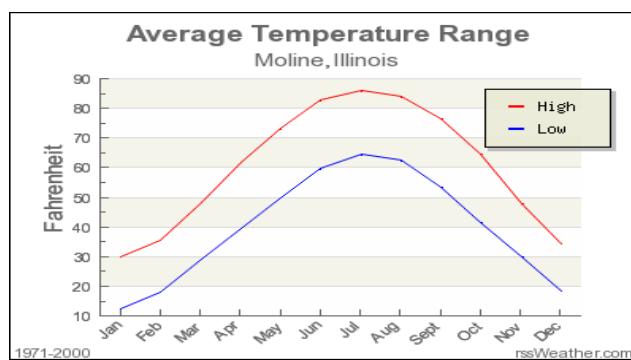
Moline's Cost of Living Index is "89" - somewhat below US average. The Median Property Value in 2019 was \$119,500 – well below the national average of \$231,000.

MEDIAN INCOME

Based on 2019 data, Moline residents have a median household income of \$54,431, with a 2.87% annual growth compared to 2018.

CLIMATE

Typical of the northern half of Illinois, Moline experiences a humid continental climate with hot, humid summers and cold, moderately snowy winters; precipitation is distributed throughout the year but is greater in the warmer months. The normal monthly mean temperature ranges from 22.6 °F in January to 75.4 °F in July. Snowfall averages 31.6 inches per season.



COMMERCE

Once called "Plow City," Moline remains the world headquarters for John Deere, and farm implements continue to be the primary economic factor in Moline. Aluminum and elevator production, food processing and the military (Rock Island Arsenal) are important to the local economy as well.

#	Local Employer	# of EEs
1	Trinity Moline	2,700
2	Deere & Company	1,600
3	Moline School District #40	866
4	Black Hawk College	697
5	Tax Slayer Center	500
6	Hy-Vee	500
7	Walmart Supercenter	450
8	City of Moline	409
9	Two Rivers YMCA	275
10	McLaughlin Body Company	300

FORM of GOVERNMENT

FORM of GOVERNMENT

The City of Moline is a City Council-Administrator form of local government. Seven (7) City Council members (Aldermen) are elected from wards and the remaining Council member and the Mayor are elected at-large. They each serve 4-year staggered terms, with four (4) Council members elected every two (2) years. [More here.](#)

ORGANIZATIONAL STRUCTURE

The City Council appoints the City Administrator, who appoints the directors of various departments and oversees the day-to-day operations of municipal services and an authorized employee complement of 393 positions. The City of Moline has four bargaining units: *AFSCME*, *Fraternal Order of Police*, *the International Association of Firefighters (IAFF)*, and *the UAW*.

The City of Moline's \$147 million all funds budget supports a full range of general governmental services, including: *police and fire protection; emergency medical response; sanitation collection services; the construction and maintenance of roadways, and other infrastructure; public water, storm water and wastewater utilities; building and code enforcement, engineering, planning, zoning, community and economic development; general administrative services; and recreational programs and library activities.*

The City retains a strong A1 bond rating from Moody's.

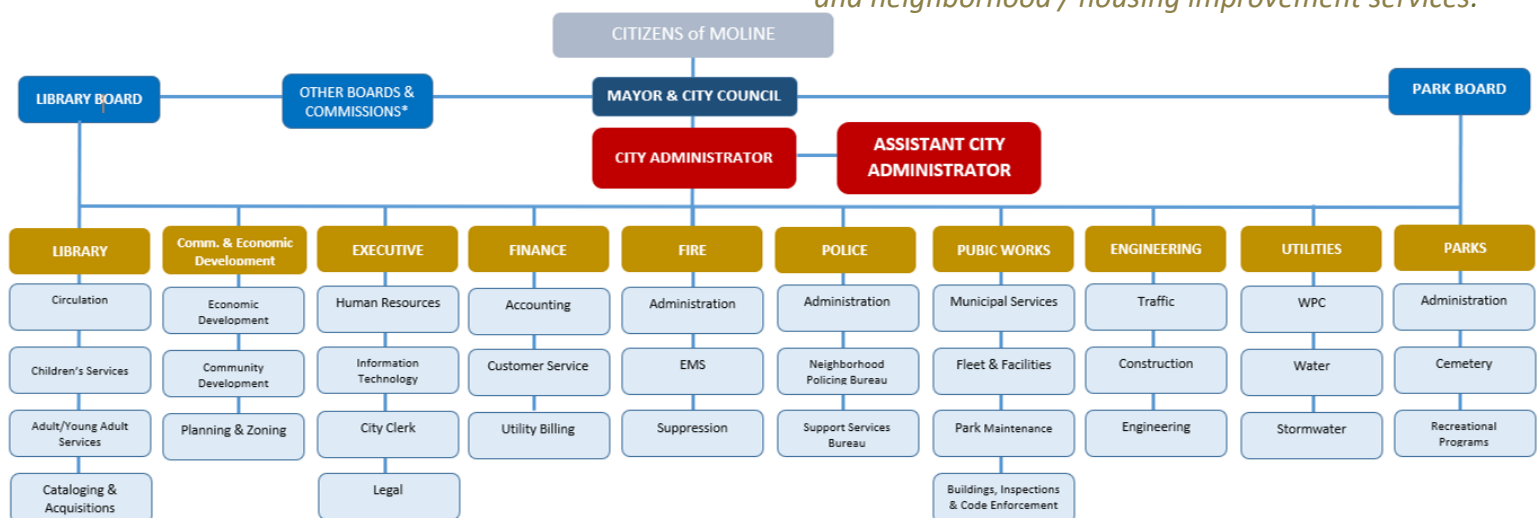


THE MANAGEMENT TEAM

The City Administrator is appointed by the Council and serves as the Chief Executive Officer. This position is an advisor to the Council on policy and financial matters, and is ultimately responsible for implementing policy per Council's direction. The Administrator is responsible for fully managing municipal finances, assets, personnel, and resources in the most effective, efficient and sustainable manner possible. 4 City Administrators in 15 years.

Departments managed by the City Administrator include:

- ◇ **City Clerk:** *with the City 4 years, is appointed by the City Administrator and prepares Council Agendas and Minutes, Liquor Licenses, Municipal Records and Records of Boards and Commissions, Special Events / Block Parties & Elections.*
- ◇ **Community & Economic Development:** *(Interim) provides economic development, planning, zoning, and neighborhood / housing improvement services.*



MANAGEMENT TEAM

(continued)

- ◇ **Engineering:** (Interim) duties include designs, surveys, inspects the construction of 600 lane miles, bridges, 175 miles of storm drains, 227 miles of sanitary sewer lines and 15 lift stations, 240 miles of water mains, traffic control devices and other City infrastructure in the right-of-way and maintains the City's traffic signal network.
- ◇ **Finance:** with the City for 2 years, duties include permits and licenses, fees and fines, water / sewer billing service and tax information, budgets, financial reports, and more.
- ◇ **Fire:** with the City for 33 years, 2 Deputy Chiefs less than 3 years, duties include training, prevention, suppression and EMS with employees from 4 stations. 1,300 inspections annually.
- ◇ **Human Resources:** with the City for 10 years, duties include Employee Benefits, Occupational Health Information, Job Opportunities, Labor Agreements, Risk Management for 380+ FTEs.
- ◇ **Legal:** (corporate counsel), duties include drafting ordinances, resolutions and corresponding documents, defending and prosecuting legal matters on behalf of the City, and responding to FOIA requests, court prosecutions and trials.
- ◇ **Information Technology:** with City for 10 years duties include database, hardware, software systems, GIS / Mapping, server and PC support / management, Help Desk support to all departments, technology purchases, website and telecommunication support.
- ◇ **Parks & Recreation:** with City for 2 years, 23 parks comprised of more than 700 acres including an Aquatics Center, Sports Complex, Parkway, Island, two municipal cemeteries, 16 miles of trails, two public dog parks, adult & youth sports programs, facility rentals, and special events.



City of Moline Police Department

- ◇ **Library:** with the City for 27 years who provide Adult / Young Adult services, Acquisitions, Technology, Children's Services, Community Education, Literacy, and Passport Services.
- ◇ **Police:** with the City for 2.5 years serves over 42,000 residents over 16.6 square miles with full-time, sworn police officers and civilian / non-uniformed employees, 60,000 service calls / year.
- ◇ **Public Works:** (Interim) oversees the management and repair of 600 lane miles, bridges, 175 miles of storm drains, 227 miles of sanitary sewer lines and 15 lift stations, 240 miles of water mains and more.
- ◇ **Utilities:** with the City for 31 years oversees the management of water, wastewater and storm water infrastructure - 1 water plant processing 5M gallons of water and 2 wastewater treatment plants, 15 pumping stations processing 14M gallons of wastewater per day.

City Budget	Annual Financial Report
2022-24 Action Plan	2022-24 Strategic Plan



City of Moline Public Works Department

Assistant City Administrator (ACA)

The Assistant City Administrator is the senior member of the City Administrator's management team and is appointed by the City Administrator serving much like a Chief of Staff providing day to day oversight of many operating departments as directed by the City Administrator.

This position is given wide latitude for the exercise of independent judgment. Due to the importance of relationship-building with staff, citizens, and community stakeholders, strong interpersonal communication skills and a physical presence at City Hall are essential.

Major responsibilities include:

- ◇ *Serves as Acting City Administrator in the absence of the City Administrator;*
- ◇ *Directly supervises specific departments as assigned by the City Administrator and assists the City Administrator with the supervision of the various departments;*
- ◇ *Participates in and makes presentations to various boards, civic organizations, neighborhood associations, etc. and to the City Council;*
- ◇ *Serves as a spokesperson for the City with various local, state and national media when directed by the City Administrator which will require establishment of effective relationships with media representatives.;*
- ◇ *Participates in labor relations activities and collective bargaining activities, in conjunction with Human Resources & Legal staff;*
- ◇ *Provides a variety of staff assistance to the Mayor and City Council as directed by the City Administrator;*
- ◇ *Supervises employees as assigned by the City Administrator;*
- ◇ *Assists with managing City's brand and coordinates a variety of municipal communications with various media outlets, social media and the public.*

[The Assistant City Administrator's full Job Description us found here](#)



The Ideal Candidate

- ◇ **Team-Builder & Visionary**
- ◇ **Accomplished, Innovative & Influencer**
- ◇ **Excellent Communicator & Collaborator**
- ◇ **Customer Service-focused, Servant-Leader**
- ◇ **Technically-skilled, Educated & Experienced**

Qualifications

Education

- **Master's Degree** in *Public Administration, Business Administration* OR a closely-related field of study (required) from an accredited college or university.
- Equivalent combination of education, training and experience will also be considered.*

Experience

- **Minimum of seven (7) years' experience** required with responsible management experience in leading a full-service local government or public agency. Demonstrable experience in any of the following: *Budget, Finance, Asset Management, Personnel Management, Economic Development, Land-use Planning, Risk Management, Collective Bargaining.*

Certifications & Licenses

- An **ICMA-credential** is welcome, but *not required*. Professional credentials from other fields are also welcome.

OPPORTUNITIES & FUTURE CHALLENGES

Expected opportunities & challenges are listed below:

Re-staffing & Succession Planning

The Assistant City Administrator will take an active interest in **recruiting, hiring, on-boarding & retention** of more than 40 new vacancies due to retirements and post-COVID impact. The City has experienced more than 25 new hires in 6 months. **Succession planning** and preparing staff for future increased responsibilities are needed in some departments.

Infrastructure goals

Infrastructure figures prominently into the City's recently adopted **2022-2024 Strategic Plan**, identified as one of three pillars along with quality of place and the local economy. The **Infrastructure Pillar**, deemed the top priority by residents, encompasses a full range of water, sewer, street, sidewalk, and transportation projects that will involve the Assistant City Administrator in leading and overseeing several departments in the development, design, and construction of significant **infrastructure improvements** during the next several years. The City has allocated **\$21 million** to fund infrastructure projects, including a comprehensive **Street Improvements Program** and **Asset Management Program**.

Economic Development & Redevelopment

City plans call for major investments to support **economic development and redevelopment** of the City's downtown along the Mississippi River and other commercial corridors located throughout the City. Growth and development opportunities south of the Rock River are on the horizon. The Assistant City Administrator will play a leadership role in making and presenting projects, plans and updates to the City Council in collaboration with City departments, partnering agencies and developers.

Community Engagement

Community engagement is a high priority at all times. The Assistant City Administrator will provide opportunities for community input, information, and feedback on improvement projects and City services and ensure that community inquiries and needs are addressed in a



Public Library

manner that is transparent, inclusive, timely and culturally sensitive.

Development Process Improvement Customer Service / One-Stop-Shop

The City has placed high priority on **public improvements and development projects**, the Assistant City Administrator will quickly build a strong rapport within the **Engineering, Community and Economic Development, Public Works and Utilities Departments** and the City's leadership team to refine development processes and develop a **One-Stop-Shop**.

Establishing and maintaining relationships with metropolitan planning organizations within the Quad Cities, and Illinois DOT officials will also be important for the Assistant City Administrator.



Inspection Team



Tax Slayer Center

REGIONAL & LOCAL AMENITIES



Quad City Marathon

Well known for its rich history in industrial development, Moline is living a strong economic and cultural revival, with events such as the Thursday Night Summer Concert Series at Bass Street Landing and Mercado on Fifth, which reflects Moline's diverse heritage. Downtown Moline also plays host to events of regional importance such as the Quad City Marathon, Holiday Hop, and the Lighting of the Commons. Simply, Moline is a great place to be!

- ◆ **Nature:** Moline's strategic position between the **Mississippi River** and **Rock River** offers an extraordinary quality of life with a wide variety of recreational activities, including boating, riverboat gaming, water-skiing and fishing. Visit the **Niabi Zoo**, the **Quad Cities Botanical Center**, the and enjoy a day trip to **Starved Rock State Park & Shawnee National Forest** or bike, rollerblade, jog or walk along the many miles of riverfront trails. Reminiscent of the days of Mark Twain, riverboats once again dock along America's most famous river and play a critical role in attracting visitors.
- ◆ **History & Culture:** Visit the **John Deere Pavilion**, **Butterworth Center & Deere-Wiman House**, the **Rock Island County Historical Society and Arsenal Museum**, the **Belgian Museum of the Quad Cities / Center for Belgian Culture**.
- ◆ **Leisure:** Take a scenic cruise on board the **Channel Cat Water Taxi** or **Celebration Cruise Line**; spend some quality family time at the **Riverside Family Aquatic Center**; relax playing in one the several golf courses; be part of the many events held at **Tax Slayer Center**.
- ◆ **Sports:** The Quad Cities has several professional sports teams that include the **QC Storm Hockey Team**, the **QC River Bandits Class A Baseball Team**, and the **QC Steamwheelers Indoor Football Team**. Moline annually hosts the **PGA-John Deere Classic** and the **Women's Mississippi Valley Conference Basketball Tournament**.



Quad Cities Bandits Baseball



Cycling



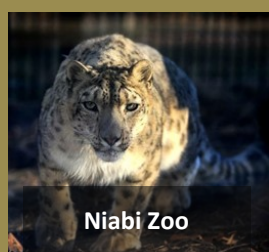
Riverside Family
Aquatic Center



Celebration Cruises



Quad Cities Steamwheelers



Niabi Zoo



John Deere Pavilion

Moline...A Great Place To Be!



ASSISTANT CITY ADMINISTRATOR

EarthCam

Compensation

The City offers a *regionally-competitive* salary of **\$121,500 to \$170,000**. Starting salary depends on qualifications and experience. Professional dues and relocation are negotiable. Benefits include:

- » *Medical, Dental and Vision (80/20)*
- » *Pension IMRF (4.5%) EE contribution; ER 5.15%)10-year vesting for Tier 2*
- » *Deferred Contribution Retirement Plan (457)*
- » *Flex Spending Account (available)*
- » *Paid time off*
- » *13 paid holidays*

[View the Employee Benefits Overview \(link\)](#)

[View the Benefits Summary \(link\)](#)

[View the complete Job Description \(link\)](#)

Equal Opportunity

City of Moline is an Equal Opportunity Employer. Persons of all ethnicities, genders, veterans, and persons with disabilities are encouraged to apply.

Confidentiality

Expressions of Interest are not public record.

EXPRESS INTEREST by April 10th

Resume and Letter of Interest by EMAIL only to:

MolineACA@MunicipalSolutions.org

Direct questions to the email or (888) 545-7333.

TIMELINE & SELECTION

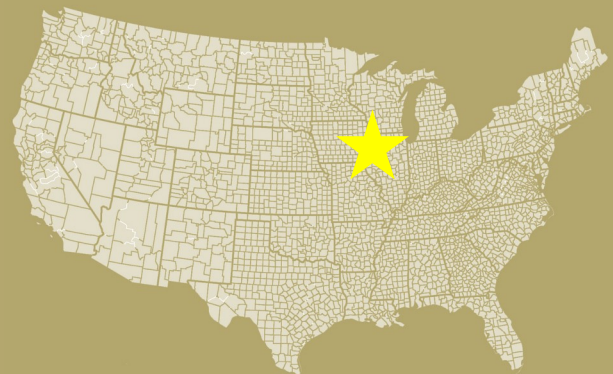
Apr 10 Deadline to Express Interest

Mar 14 - Apr 10 Screening & Evaluation

May 6 Finalists Selected

Mid May Interviews, ACA selected

Early July ACA begins employment



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