

NOW RECRUITING

CITY ADMINISTRATOR / CITY CLERK

An opportunity to lead, serve, and shape the future of a growing Northwest Iowa community.

APPLICATION DEADLINE | December 21, 2026

LAKE PARK, IOWA • LAKEPARKIA.COM

Discover Lake Park

A welcoming community with room to grow.

Lake Park Lifestyle

Lake Park is a community of 1,172 residents in **western Dickinson County with proximity to the Iowa Great Lakes.** Located along Iowa Highway 9, Lake Park residents have access to employment recreation, and entertainment opportunities. Lake Park is home to **Silver Lake, a 1,066-acre lake** which provides excellent boating and fishing experiences for residents and visitors.

The future is bright for the **Harris-Lake Park School District with the recent construction of a new elementary school.** The result is a single building with the existing middle/high school and a complete campus. The school system is a vital part of life in the community with strong support from residents in and outside of Lake Park. The City of Lake Park has several partnerships with the school district.

Lake Park has numerous amenities that provide **a high quality of life for residents.** Silver Lake has access to residents and visitors from three launches and a city dock. Over one hundred housing units are on the shores of the lake giving homeowners direct access to the lake. **Silver Lake Country Club** is a nine-hole course that is the center of the community in the summer with leagues, tournaments and open golf. Membership is growing and the Board is considering replacing the existing clubhouse to position the club for long-term success.

The **Tatanka Ska Trail** is a scenic ten-foot-wide bike trail that connects Lake Park to Spirit Lake and many miles of trails in the lakes area. The City of Lake Park is capitalizing on this new connection with the construction of a **new trailhead in City Park and a complete renovation of City Park.** Highlights of the renovation are a kiosk for cyclists, new playground equipment, walking trails throughout the park, restroom and shower facilities, youth recreation area and an improved shoreline.

Lake Park **has active volunteer working to make it an even better place to live.** Volunteers are leading an initiative to expand the local museum. The **Hometown Pride organization** sponsors the Farmers' Market, a fall festival, and a Christmas lights project. Residents are active in the Farmers' Appreciation Days, booster clubs, youth sports, Friends of the Library and other organizations.



City Leadership & Operations

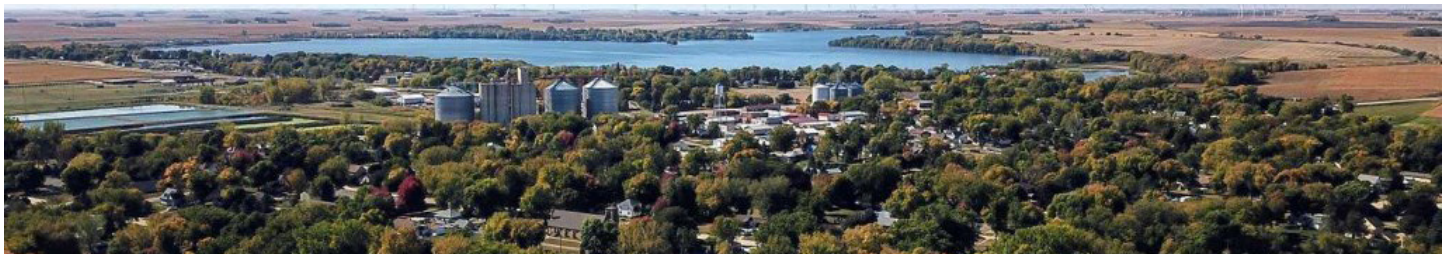
Strong city operations. A thriving future.

City Government

The City of Lake Park has a **mayor-council form of government** with a mayor and five council members who serve four-year terms. The city council hires the **city administrator/city clerk** who works closely with the mayor and the city council members. The city administrator/city clerk provides **daily supervision over the city staff and the city's operations.**

The City of Lake Park is a **full-service operation with ten employees.** The City provides **electric, natural gas, sanitary sewer and water services** to the community. Public safety services are delivered by the Lake Park Police Department, the volunteers of the Lake Park Fire Department and the Lake Park Ambulance Service. Streets and parks are maintained by the Public Works and Parks Department. The city administrator/city clerk and the utilities clerk manage the operations at City Hall.

The City of Lake Park has **consistent valuation growth and is in a sound fiscal position.** Lake Park's proximity to the Iowa Great Lakes, the development around Silver Lake, improvements to the school facilities and progressive actions by elected officials give the community **momentum for continued growth in the future.**







Lead What Comes Next

Meaningful work. Visible community impact.

Economic Development

The **agriculture industry** is a significant driver of economic development in Lake Park with farm services and farm equipment dealers. Lake Park is home to a manufacturing operation and has **available lots for future industrial growth.** Market Street is the main street of Lake Park and is active with small businesses and a significant amount of commercial activity.

The City of Lake Park is partnering with the Lake Park Economic Development organization on a **housing strategy to provide workforce-priced housing** to current residents and people attracted to the lifestyle in Lake Park. There is a partnership with a housing developer for **nine single-family homes** on the site of the former elementary school playground. Future plans include **additional housing** on the site of the former elementary school.

Opportunities exist to leverage the use of **tax increment financing and grant funds** to promote economic development projects and initiatives. The City and the Lake Park Economic Development organization are preparing an **economic development action plan** to provide focus for their efforts.






Key Projects and Opportunities

- **Strategic Planning:** Lead elected officials in updating and implementing the City's strategic plan.
- **Financial Management:** Navigate the current legislative environment while maintaining the City's financial stability.
- **TIF Strategy:** Implement the City's Tax Increment Financing (TIF) usage strategy.
- **Economic Development:** Participate in developing and implementing the City's economic development plan.
- **Housing Development:** Partner with developers on Phase 1 of the single-family housing project.
- **Future Housing Opportunities:** Represent the City in development discussions regarding the former elementary school site.
- **Infrastructure Improvements:** Oversee the finances and construction of Market Street and Country Club projects.
- **City Park Renovation:** Complete Phases 1 and 2 of the City Park Renovation Project.
- **Childcare Services:** Collaborate with the school district to address childcare needs in Lake Park
- **Downtown Revitalization:** Work with the economic development group to strengthen downtown vitality.
- **Community Branding:** Develop a community brand and implementation strategy.

The Ideal Candidate

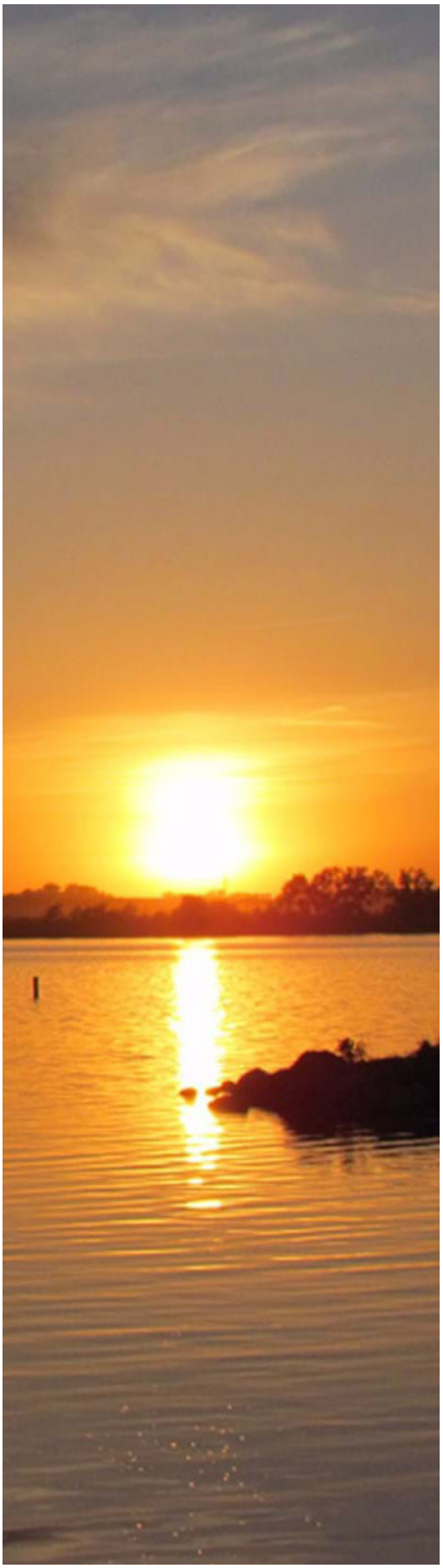
A trusted leader. An engaged partner.

Leadership Qualities

- Trustworthy, ethical, professional and approachable
- Confident, calm, adaptable and goal-oriented
- Self-motivated, dependable and accountable
- Community-minded with a commitment to public service
- Positive, respectful and open to new ideas

Professional Skills

- Municipal administration and daily operations management
- Financial oversight, budgeting and fiscal planning
- Strategic planning and project management
- Knowledge of municipal regulations, policies and procedures
- Strong written communication, record keeping and reporting
- Economic development and community planning
- Staff supervision and intergovernmental coordination



Core Responsbilities

Managing today. Planning for tomorrow.

1. Supervises day-to-day activities of City departments; plans and organizes workloads and staff assignments; evaluates assigned staff; reviews progress and directs changes as needed.
2. Prepares the annual budget with the Mayor, Council, and department heads in the manner prescribed by law; Coordinates the City's annual audit.
3. Prepare all city financial reports required by the city or state code.
4. Responsible for all accounting and procedures such as budget control and finance, insurance, capital improvement planning and projects and implementation of funding sources.
5. Approve and make recommendations on expenditures, planning, and budgeting. Prepare and maintain fiscal records and their review and control.
6. Administer the financing of the five-year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel, and the City Council.
7. Manages the safe custody of all City funds to ensure an accurate record of funds, receipts, disbursements, special assessments, debt service obligations, and investments.
8. Provides leadership and direction in the development of the mayor and city council's short- and long-range plans.
9. Prepares a variety of studies, reports and related information for decision-making purposes.
10. Prepares and distributes agendas, materials, minutes and records of meetings; Attends regular and special city council meetings.
11. Responsible for code enforcement and the issuance of building permits.
12. Prepares and files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code; accepts claims for damages and other legal papers served on the City
13. Prepares and advertises meeting agendas for capital projects, bid and other advertisements, and legal notices of public hearings and special meetings.
14. Administers the issuance of municipal licenses in accordance with applicable city ordinances and other regulations.
15. Provides updates to Mayor and Council of city activities and progress towards Council goals and priorities. Prepares reports for Council Meetings as directed.
16. Lead economic development initiatives for the City of Lake Park; Active member on the Lake Park Development Corporation; Manages community and economic development programs approved by the City Council
17. Implements strategies for the use of TIF and other rebate tools in economic development projects; Work directly with all potential developers in housing and economic development
18. Provides public records and information to citizens, civic groups, the media and other agencies as requested; Responds to inquiries and complaints voiced through citizens and elected officials
19. Administrates activities of the Planning and Zoning Commission and the Board of Adjustment; Serves as the City Zoning Administrator.
20. Attends seminars and workshops related to City Administrator/City Clerks' duties and responsibilities.

Make Your Impact

Take the next step in public service.

Compensation and Benefits

The City Administrator/Clerk position salary range is $75,000 - $90,000, commensurate with qualifications and experience. The City of Lake Park offers IPERS pension system, health insurance contribution, vacation and holiday benefits.

Apply by December 21, 2026

Submit a cover letter and resume to:

CITY ADMINISTRATOR / CITY CLERK APPLICATION

City Hall

217 N. Market Street

Lake Park, Iowa 51347

EXPLORE THE COMMUNITY

lakeparkia.com

Lead a community that values connection, service and progress.