



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

TIPTON, IOWA City Manager Position Profile



Apply by December 4, 2025
hinsonapplications@gmail.com
("Tipton" in Subject Line)

Contact: Brent Hinson
Hinson Consulting, LLC
hinsonconsultingllc@gmail.com
641-373-2535



ABOUT US

Tipton is a community of 3,149 residents nestled in the heart of Eastern Iowa and conveniently located among the metropolitan areas of Iowa City, Cedar Rapids and the Quad Cities. Tipton was platted in 1840 and was named for General John Tipton, a personal friend of founder, Henry W. Higgins. The City was incorporated on January 27, 1857.



Downtown Tipton

As the county seat, Tipton is the center of the area with a busy downtown, a growing Business Park and plenty of amenities to make it an enjoyable place to stay, work and play. The quality of life for Tipton residents is exceptional with a highly regarded PK-12 school system, quality child care, senior living options and safe neighborhoods. There are two medical clinics located in Tipton, as well as a variety of other health care providers including dental clinics, an eye care center, chiropractors and physical therapists. Tipton has various retailers, professional service businesses and dining options. Tipton offers a discount retail store, a full service grocery store and a weekly newspaper. Add to that list pharmacy, flowers, coffee, clothing, baked goods, gifts and more that serve the daily needs of Tipton residents.

The James Kennedy Family Aquatic Center is the only indoor/outdoor aquatic facility in the area. It consists of a zero-depth entry outdoor pool complete with a speed slide, double flume slide, a lazy river, a six-lane competition-size indoor pool and an impressive concession area complete with grassy areas and many umbrella tables for poolside enjoyment. The Tipton Golf & Country Club is a beautiful 9-hole, semi-private golf course is



Tipton Downtown Clock

located on the southwest side of Tipton. The clubhouse offers outstanding dining and is open to the public. The Cedar County Historical Museum & Prairie Village has an 1842 log cabin, blacksmith shop, general store, church, country school and hardware store

with an original tin shop. Tipton is home to nine houses of worship which represent a variety of denominations, traditions and services. The local churches are active in serving the needs of the community through youth groups, educational events, support groups and outreach services.

The City of Tipton offers the full range of services typically offered by Iowa municipal governments, but also has its own electric and natural gas utilities, which are administered directly by the City Manager and City Council. The Tipton Carnegie Public Library was established in 1903 and has on display 17 original Grant Wood lithographs, along with works by Marvin Cone and local artist Polly Kemp. The Mathews Memorial Airport caters to all small aircraft needs; including on-site 24-hour self-service fueling, a 60' x 3,000' concrete runway, passenger terminal and lounge, public restroom and telephone.

The Tipton Community School District serves approximately 900 students PK-12, with all schools located in Tipton. Continuing education and higher educational opportunities are available through the Kirkwood Community College Cedar County Center, and nearby colleges also include the University of Iowa, Cornell College, St. Ambrose University, and more.

The City of Tipton owns the remaining 35 acres of the Tipton Business Park. The Business Park was the first industrial site in the state to receive "Shovel Ready Iowa" Certification. The site infrastructure provides roads, utilities and high speed internet connection at extremely competitive prices to give developers and businesses the option of ready to build sites.



Tipton Business Park



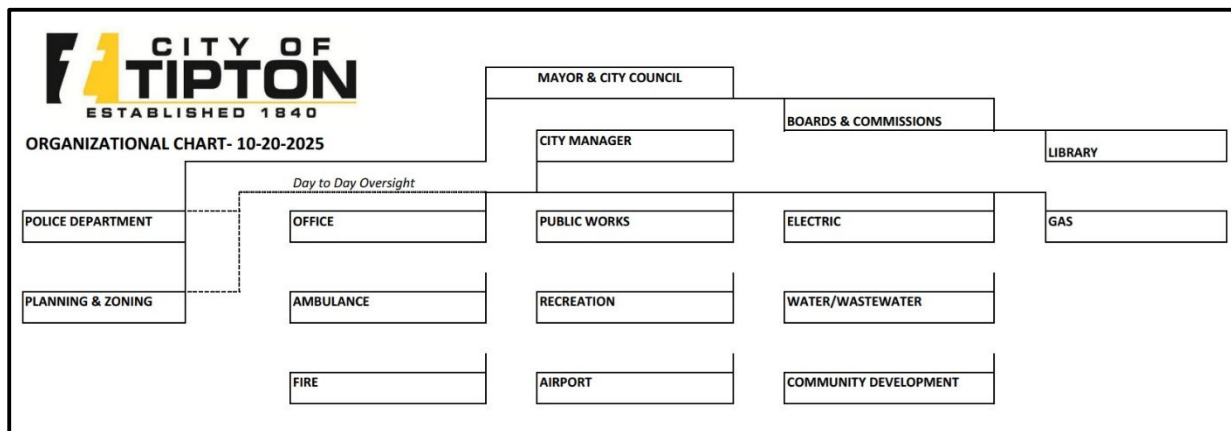
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- More info on the City and its governmental and non-profit partners is available at:
 - City of Tipton: <http://www.tiptoniowa.org/city-of-tipton/default.aspx>
 - Tipton Chamber of Commerce: <http://www.tiptoniowa.org/chamber-of-commerce/default.aspx>
 - Tipton Economic Development: <http://www.tiptoniowa.org/economic-development/default.aspx>
 - Tipton Community School District: <https://www.tipton.k12.ia.us/>
 - Cedar County: <https://cedarcounty.iowa.gov/>
 - Tipton Carnegie Public Library: <https://www.tiptonpubliclibrary.org/>

City Government & Organization

Tipton is a full government service community with a municipal government organized under the Mayor-Council with appointed manager form of government common to Iowa cities. The Mayor is elected for a four-year term and chairs meetings of the Council, but does not vote. The five members of the City Council are elected to staggered four-year terms; 3 are elected by geographic wards and 2 serve on an at-large basis. The City Council meets in regular session on the first and third Mondays of the month. Municipal services include Police, Fire, Ambulance, Community Development, Planning & Zoning, Recreation, Library, Public Works, Airport, Electric, Gas, Water, and Wastewater.

The City Manager is the Chief Administrative Officer for the City. The primary duties of the City Manager are to enforce and execute or refer to the proper official for compliance of all operational policies, resolutions, ordinances, laws, that the council and mayor direct. The City Manager has the general responsibility to supervise and to provide direction of all the departments of the City, except as limited by Iowa or City Code.



Tipton City Organizational Chart



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The City has 33 full-time employees. The city's current tax rate is \$15.55390 per \$1,000 valuation and it has a FY26 overall budget of approximately \$17.5 million. The City had \$7.4 million in fund balances at 6/30/25 and has a debt load of \$6.5 million in general obligation debt and \$8.4 million in revenue debt.

A breakdown of budgeted FY26 city expenditures is as follows:

Public Safety- Police, Fire & Ambulance.....	\$1,948,586
Public Works- Streets, Lighting & Snow.....	\$938,016
Culture & Recreation- Library, Parks, Rec & Community Center.....	\$961,918
Community & Economic Development.....	\$317,471
General Government.....	\$250,026
Debt Service.....	\$798,714
Water Utility	\$813,274
Sewer Utility	\$477,703
Electric Utility	\$4,873,876
Gas Utility	\$2,130,367
Airport	\$1,323,906
Garbage	\$574,066
Stormwater Utility	\$67,846
Other Enterprise	\$1,051,474
Enterprise Debt Service	\$981,620
Total	\$17,508,863

The major sources of city revenues include the following:

Property Taxes.....	\$2,169,872
TIF Revenues	\$320,542



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Other Taxes- Local Option Sales Tax	\$392,000
Licenses & Permits	\$22,775
Use of Money & Property	\$432,950
Other Fees & Charges for Service	\$527,030
Miscellaneous Revenues	\$1,209,450
Road Use Taxes.....	\$499,692
Federal Grants & Reimbursements	\$837,145
State Grants & Reimbursements	\$137,324
Local Grants & Reimbursements	\$30,500
Water Utility Revenues	\$623,700
Sewer Utility Revenues	\$983,250
Electric Utility Revenues	\$5,151,761
Gas Utility Revenues	\$2,121,396
Airport Revenues	\$23,000
Garbage Revenues	\$605,316
Stormwater Utility Revenues	\$105,106
Total	\$16,192,809

Duties and Responsibilities of the Position of City Manager

Title: City Manager

Department: Administration

Reports To: City Council

FLSA: Exempt



CITY MANAGER POSITION PROFILE

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JOB SUMMARY: The City Manager oversees all administrative tasks necessary for city operations. Hired by the City Council, he/she will supervise city departments, maintain the city budget and represent the municipality. The City Manager researches issues important to the city and advises the Mayor and Council.

ORGANIZATIONAL AND REPORTING RELATIONSHIPS: The City Manager will report directly to the Tipton City Council, work in collaboration with the Mayor, and will have a working relationship with the Senior Management, Department Directors, Emergency Responders, and city employees.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Formulate policy with the approval of the City Council, within the framework of the ordinances of the City of Tipton and the laws of the State of Iowa.
- Manage the operations of all city departments, except as specified by City Code.
- Oversees preparation of the annual budget for approval by the City Council.
- Prepare plans, specifications and estimates on work projects where the law does not require the retention of a consulting engineer.
- Serve as a liaison between the City Council and independent commissions, and other public bodies, fostering intergovernmental cooperation.
- Attend all City Council meetings.
- Serve as a member of relevant boards and commissions (Chamber of Commerce, ECIA, TEDCO) as a representative of the city.
- Supervises assigned personnel including, but not limited to, planning and preparing work, delegating work, interviewing, evaluating, instructing, disciplining, hiring and discharging employees.
- Act at all times in a prudent manner, applying generally accepted good business procedures, and bearing in mind that the City is a public body operating on the principal of the greatest good for the greatest number.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

JOB REQUIREMENTS:

- Bachelor's degree in Public Administration, Business Administration or other related program of study.
- Minimum of five years of combined experience in municipal management.



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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

ENVIRONMENTAL AND PHYSICAL ACTIVITY REQUIREMENTS: The daily responsibilities of this position constantly require effective talking, hearing, walking and sitting functions. The position also often requires reaching, lifting (up to 25 pounds). Frequent standing and repetitive motion activities are also required. Must be able to read print and computer based materials and to do so with consistent accuracy. Most of these functions require light physical exertion and are conducted inside a temperature controlled professional office environment.

INTELLECTUAL/MENTAL REQUIREMENTS: The occupant of this position must be able to perform the responsibilities of the position well under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities on a daily basis while being responsive to needs as they arise.

Announcement/Advertisement

City Manager, Tipton, Iowa. Tipton (population 3,149), a county-seat community with its own electric and natural gas utilities and within commuting distance of Iowa City, Cedar Rapids, and the Quad Cities is seeking a strong and collaborative leader for the position of City Manager. Starting annual salary for preferred qualifications \$106K-124K, with a full benefits package. Preferred qualifications include a bachelor's degree in a relevant field and 5 years of progressive public sector management experience. Residency is preferred but not required. Relocation allowance is negotiable for candidates establishing residency.

Applications should be submitted to hinsonapplications@gmail.com ("Tipton" in subject line). Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until 4:00 PM on December 4, 2025. EOE.



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Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by January 3. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
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| 1. Application deadline..... | December 4, 2025 |
| 2. Notifications of semifinalists for the position..... | December 8, 2025 |
| 3. Virtual interviews of semifinalists | December 10 (PM) |
| 4. Candidates' day to tour the community and meet city employees, Mayor and Council members..... | Friday, January 2 |
| 5. Interviews of candidates..... | Saturday, January 3 |
| 6. Offer of employment..... | As soon as January 3 |
| 7. City Council approval of employment contract | As soon as January 5 |
| 8. Proposed starting date of employment | By February 16 |

