



CITY OF ANAMOSA
CITY COUNCIL AGENDA – REGULAR SESSION

MONDAY, MAY 11, 2026 – 6:00 P.M.
ANAMOSA LIBRARY & LEARNING CENTER
600 E. 1ST STREET, ANAMOSA, IA 52205

Zoom Meeting Link (Viewing Only)
<https://us02web.zoom.us/j/86089851793>
Meeting ID: 860 8985 1793
Passcode: Anamosa

Join by Telephone
+1 312 626 6799 US
Meeting ID: 860 8985 1793
Passcode: 7681616

*To address the City Council, please wait for the Mayor to open the floor for public comment on an agenda item.
Before speaking, approach the podium, provide your name and address, and limit comments to five (5) minutes per agenda item.
Profane, obscene, or slanderous language will not be permitted.*

- 1.0) **Roll Call**
- 2.0) **Pledge Of Allegiance**
- 3.0) **Consent Agenda (Review & Approve):**
 - a) Minutes from the April 27, 2026 – Regular Session
 - b) Current bills
 - c) Liquor licenses
 - d) Cigarette/tobacco/nicotine/vapor permits
 - e) Noise/street closure permit applications
- 4.0) **Council Action Items:**
 - 4.1) **Resolution 2026-23** – Setting the date for the public hearing to amend the current City budget for fiscal year ending June 30, 2026. **Roll Call.**
 - 4.2) **Resolution 2026-24** – To set the wages of seasonal Part-Time Parks & Recreation Employees for the 2026 Summer Season. **Roll Call.**
 - 4.3) **Review & Approve** – Application of Blakelee Gienapp to join the Anamosa Volunteer Fire Department.
 - 4.4) **Review & Approve** – Application of Joshua Gaffey to join the Anamosa Volunteer Fire Department.
 - 4.5) **Review & Approve** – Job descriptions for all positions within the City of Anamosa.
 - 4.6) **Review & Approve** – Purchase request, not to exceed \$19,993.00, for SCADA upgrades and service contract from Jetco (Public Utilities).
 - 4.7) **Review & Approve (Consent Agenda):** Pay requests totaling \$10,372.50.
 - a) From HR Green, in the amount of \$1,800.00 for the WTP Aerator Replacement Project.
 - b) From HR Green, in the amount of \$2,695.00, for Municipal Engineering Services.
 - c) From HR Green, in the amount of \$5,550.00, for 3rd Street Sidewalk/Trail Extension Project.
 - d) From HR Green, in the amount of \$327.50, for GIS Services in multiple departments.
- 5.0) **City Administrator's Report**
- 6.0) **Mayor & Council Reports**
 - 6.1) Mayor's report
 - 6.2) Council reports
- 7.0) **Public Comment For Items Not On The Agenda**
- 8.0) **Adjournment**

STATEMENT OF COUNCIL PROCEEDINGS
April 27, 2026

The City Council of the City of Anamosa met in Regular Session on April 27, 2026, at the Anamosa Library and Learning Center at 6:00 p.m. with Mayor Rod Smith presiding. The following Council Members were present: Rich Crump, Kay Smith, Tim Shada, Todd Weimer, Dan Smith, and Brian Hurt. Absent: None. Also present were Jeremiah Hoyt, City Administrator and Kaylee Palmer, City Clerk.

Mayor Rod Smith called the meeting to order at 6:00 p.m. Roll call was taken with a quorum present.

Motion by K. Smith, seconded by Hurt approving the consent agenda items: Minutes of the Regular Session 04/13/26, minutes of the Special/Closed Session 04/13/26, current bills, tobacco permits, and noise/street closure applications. Roll vote: Ayes- K. Smith, Shada, Weimer, D. Smith, Hurt, Crump. Nays- none. Motion carried.

Motion by Crump, seconded by Weimer approving Resolution 2026-20, a resolution setting May 26, 2026, for a public hearing on the designation of the 2026 Kouba Second Addition Housing Urban Renewal Area and on the Urban Renewal Plan and Project. Roll vote: Ayes- Shada, Weimer, D. Smith, Hurt, Crump, K. Smith. Nays- none. Motion carried.

Motion by Crump, seconded by Weimer approving Resolution 2026-21, a resolution setting May 26, 2026, for a public hearing on the designation of the 2026 Northland Second Addition Housing Urban Renewal Area and on the Urban Renewal Plan and Project. Roll vote: Ayes- Weimer, D. Smith, Hurt, Crump, K. Smith, Shada. Nays- none. Motion carried.

Motion by K. Smith, seconded by D. Smith approving Resolution 2026-22, a resolution setting the wage for the position of part-time Library Clerk for fiscal year ending June 30, 2026. Roll vote: Ayes- D. Smith, Hurt, Crump, K. Smith, Shada, Weimer. Nays- none. Motion carried.

Motion by D. Smith, seconded by Crump approving the purchase request, not to exceed \$25,000.00 (\$91,877.00 less \$66,908.00 insurance settlement), to replace the roof at the Wastewater Treatment Plant, due to damages resulting from the fire incident. Roll vote: Ayes- Hurt, Crump, K. Smith, Shada, Weimer, D. Smith. Nays- none. Motion carried.

Motion by K. Smith, seconded by Weimer approving the purchase request, in the amount of \$143,761.00, to replace faulty Well #6. Roll vote: Ayes- D. Smith, Weimer, Shada, K. Smith, Crump, Hurt. Nays- none. Motion carried.

Motion by Crump, seconded by D. Smith approving the Consent Agenda pay requests totaling \$8,468.60. Roll vote: Ayes- Weimer, Shada, K. Smith, Crump, Hurt, D. Smith, Weimer. Nays- none. Motion carried.

City Administrator's report: Hoyt expressed appreciation to all who participated in the Citywide Cleanup Event, noting its overall success. He reported that the Public Works Department more

than doubled its intake compared to the previous year. Hoyt also extended his gratitude to the Public Works staff for their work in repairing the Main Street clock.

Mayor's report: Mayor Smith echoed his thanks to the Public Works Department for their efforts during the Citywide Cleanup Event. He shared that he had received numerous positive comments from community members regarding both the event and the employees who worked it.

Council's report: Council Member K. Smith announced that Jackie Kennedy will be appearing at the American Legion on June 28, 2026, and encouraged those interested to purchase tickets in advance. Council Member Hurt encouraged residents to attend the Firemen's Breakfast scheduled for May 3, 2026.

Mayor Smith opened the floor to public comment for items not on the agenda. No public comment was made.

Meeting adjourned at 6:23 p.m.

Rod Smith, Mayor

ATTEST:

Kaylee Palmer, City Clerk



City of Anamosa, IA

Expense Approval Report

By Fund

Post Dates 4/28/2026 - 5/11/2026

Vendor Name	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND				
Department: 000 - 000				
THE HARTFORD	05/08/2026	AD&D	001-000-2208	57.60
WELLMARK BLUE CROSS BLUE...	05/08/2026	ALLIANCE HEALTH INSURANCE	001-000-2205	31,032.26
WELLMARK BLUE CROSS BLUE...	05/08/2026	BLUE ADVANTAGE HEALTH IN...	001-000-2205	8,255.85
COLLECTION SERVICES CENTER	05/08/2026	COLLECTION SERVICES	001-000-2204	534.47
DELTA DENTAL PLAN OF IOWA	05/08/2026	DELTA DENTAL INSURANCE	001-000-2205	1,750.64
CITY OF ANAMOSA	05/08/2026	FLEXIBLE - CHILDCARE	001-000-2204	76.92
CITY OF ANAMOSA	05/08/2026	FLEX - MEDICAL	001-000-2204	266.46
IPERS COLLECTIONS	05/08/2026	IPERS	001-000-2203	7,755.66
THE HARTFORD	05/08/2026	LIFE INSURANCE	001-000-2208	432.00
THE HARTFORD	05/08/2026	LTD	001-000-2208	433.02
IPERS COLLECTIONS	05/08/2026	IPERS	001-000-2203	5,419.13
VSP Insurance Co	05/08/2026	VSP INSURANCE	001-000-2205	462.72
941 TAX EFT PAYMENT	05/08/2026	MEDICARE TAX	001-000-2206	2,346.72
941 TAX EFT PAYMENT	05/08/2026	SOCIAL SECURITY TAX	001-000-2202	10,034.00
941 TAX EFT PAYMENT	05/08/2026	FEDERAL TAX	001-000-2200	6,130.28
TREASURER STATE OF IOWA	05/08/2026	STATE TAX	001-000-2201	2,279.66
Department 000 - 000 Total:				77,267.39
Department: 110 - POLICE				
AXON ENTERPRISE INC	05/11/2026	WING CLIP HIGH RENTENTION...	001-110-6504	68.00
U.S. CELLULAR	05/11/2026	CELL PHONES	001-110-6373	549.74
ACCESS SYSTEMS LEASING	05/11/2026	COPIER LEASE	001-110-6470	164.42
JONES COUNTY SHERIFF	05/11/2026	HRS OVER 40 01/05/26-01/11...	001-110-6010	700.00
JONES COUNTY SHERIFF	05/11/2026	COVERAGE 01/12/26-01/18/26	001-110-6010	1,050.00
JONES COUNTY SHERIFF	05/11/2026	COVERAGE 01/05/26-01/11/26	001-110-6010	1,400.00
JONES COUNTY SHERIFF	05/11/2026	COVERAGE 01/26/26-02/01/26	001-110-6010	1,050.00
JONES COUNTY SHERIFF	05/11/2026	HRS OVER 40 01/19/26-01/25...	001-110-6010	1,100.00
JONES COUNTY SHERIFF	05/11/2026	COVERAGE 01/19/26-01/25/26	001-110-6010	1,400.00
AUXIANT	05/11/2026	SELF FUNDED INS CLAIM	001-110-6155	252.07
ARNOLD MOTOR SUPPLY, LLP	05/11/2026	LUBRICANT	001-110-6474	10.18
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	001-110-6540	31.00
AUTOMOTIVE SERVICES	05/11/2026	REAR DRIVERS TIRE	001-110-6474	40.00
CINTAS	05/11/2026	FIRST AID KIT REPLACEMENT ...	001-110-6476	15.46
AUXIANT	05/11/2026	SELF FUNDED INS	001-110-6155	66.50
Department 110 - POLICE Total:				7,897.37
Department: 210 - ROADS, BRIDGES, SIDEWALKS				
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	001-210-6150	3.95
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	001-210-6150	3.95
AUXIANT	05/11/2026	SELF FUNDED INS CLAIM	001-210-6155	258.09
AUXIANT	05/11/2026	SELF FUNDED INS	001-210-6155	47.50
Department 210 - ROADS, BRIDGES, SIDEWALKS Total:				313.49
Department: 290 - SOLID WASTE				
T & D TREE SERVICE	05/11/2026	TRIMMED BIG OAK TREE	001-290-6428	550.00
T & D TREE SERVICE	05/11/2026	STUMP GRINDING	001-290-6428	2,400.00
T & D TREE SERVICE	05/11/2026	STUMP GRINDING	001-290-6428	200.00
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	001-290-6461	140.00
Department 290 - SOLID WASTE Total:				3,290.00
Department: 450 - CEMETERY FUND				
HENRY/TROY	05/11/2026	BURIAL SERVICES	001-450-6491	1,100.00
Department 450 - CEMETERY FUND Total:				1,100.00

Expense Approval Report

Post Dates: 4/28/2026 - 5/11/2026

Vendor Name	Post Date	Description (Item)	Account Number	Amount
Department: 612 - CITY ADMINISTRATOR				
AUXIANT	05/11/2026	SELF FUNDED INS	001-612-6155	9.50
Department 612 - CITY ADMINISTRATOR Total:				9.50
Department: 622 - SUPPORT ADMINISTRATION				
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	001-622-6150	3.95
U.S. CELLULAR	05/11/2026	CELL PHONES	001-622-6373	46.56
ACCESS SYSTEMS LEASING	05/11/2026	COPIER LEASE	001-622-6470	162.42
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	001-622-6150	3.95
AMAZON CAPITAL SERVICES	05/11/2026	OFFICE SUPPLIES	001-622-6535	67.57
ANAMOSA JOURNAL-EUREKA	05/11/2026	LEGALS	001-622-6414	182.19
ENCOMPASS	05/11/2026	IT SERVICES	001-622-6480	5,081.00
AUXIANT	05/11/2026	SELF FUNDED INS	001-622-6155	28.50
Department 622 - SUPPORT ADMINISTRATION Total:				5,576.14
Department: 650 - CITY HALL				
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	001-650-6475	31.00
CINTAS	05/11/2026	FIRST AID KIT REPLACEMENT ...	001-650-6475	7.53
Department 650 - CITY HALL Total:				38.53
Department: 699 - INSURANCE ADMINISTRATION				
SCHNEITER INSURANCE & FIN...	05/11/2026	CYBER INS	001-699-6409	4,174.89
Department 699 - INSURANCE ADMINISTRATION Total:				4,174.89
Fund 001 - GENERAL FUND Total:				99,667.31
Fund: 015 - FIRE SERVICE				
Department: 150 - FIRE DEPARTMENT				
REDS TOWING/PETRO STOP, I...	05/11/2026	TRUCK 4 REPAIR SERVICE	015-150-6470	705.64
ACME TOOLS	05/11/2026	AIR COMPRESSOR SERVICE	015-150-6470	152.96
HEIMAN FIRE EQUIPMENT, IN...	05/11/2026	GLOVES	015-150-6470	222.80
REDS TOWING/PETRO STOP, I...	05/11/2026	TRUCK 5 REPAIR	015-150-6470	839.33
WEBER STONE COMPANY	05/11/2026	ROCK	015-150-6470	224.77
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	015-150-6475	90.00
Department 150 - FIRE DEPARTMENT Total:				2,235.50
Fund 015 - FIRE SERVICE Total:				2,235.50
Fund: 041 - LIBRARY FUND				
Department: 410 - LIBRARY				
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	041-410-6150	3.95
U.S. CELLULAR	05/11/2026	HOTSPOTS ACCOUNT	041-410-6373	89.37
U.S. CELLULAR	05/11/2026	CELL PHONES	041-410-6373	46.56
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	041-410-6150	7.90
AUXIANT	05/11/2026	SELF FUNDED INS	041-410-6155	38.00
Department 410 - LIBRARY Total:				185.78
Fund 041 - LIBRARY FUND Total:				185.78
Fund: 043 - PARKS & RECREATION				
Department: 430 - RECREATION				
TAPKEN'S CONVENIENCE PLUS	05/11/2026	TRUCK FUEL	043-430-6551	28.83
U.S. CELLULAR	05/11/2026	CELL PHONES	043-430-6373	46.56
JOHN DEERE FINANCIAL	05/11/2026	MOWER PULLEY PART	043-430-6475	62.67
JOHN DEERE FINANCIAL	05/11/2026	PREEN FOR FLOWERS	043-430-6475	87.45
GLOBAL PAYMENTS INTEGRA...	05/11/2026	CREDIT CARD PROCESSING	043-430-6471	366.35
TAPKEN'S CONVENIENCE PLUS	05/11/2026	MOWER FUEL	043-430-6551	10.64
TAPKEN'S CONVENIENCE PLUS	05/11/2026	TRUCK FUEL	043-430-6551	110.47
TAPKEN'S CONVENIENCE PLUS	05/11/2026	MOWER FUEL	043-430-6551	28.83
TAPKEN'S CONVENIENCE PLUS	05/11/2026	MOWER FUEL	043-430-6551	21.99
TAPKEN'S CONVENIENCE PLUS	05/11/2026	TRUCK FUEL	043-430-6551	121.15
TAPKEN'S CONVENIENCE PLUS	05/11/2026	TRIMMER FUEL	043-430-6551	13.89
TAPKEN'S CONVENIENCE PLUS	05/11/2026	TRIMMER FUEL	043-430-6551	6.61
JOHN DEERE FINANCIAL	05/11/2026	MULCH	043-430-6475	38.39

Expense Approval Report

Post Dates: 4/28/2026 - 5/11/2026

Vendor Name	Post Date	Description (Item)	Account Number	Amount
AUXIANT	05/11/2026	SELF FUNDED INS	043-430-6155	28.50
Department 430 - RECREATION Total:				972.33
Fund 043 - PARKS & RECREATION Total:				972.33

Fund: 044 - AQUA COURT

Department: 440 - AQUA COURT

CARRICO AQUATIC RESOURCE...	05/11/2026	POOL CHEMICALS	044-440-6533	3,882.52
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	044-440-6475	30.00
Department 440 - AQUA COURT Total:				3,912.52
Fund 044 - AQUA COURT Total:				3,912.52

Fund: 046 - LAWRENCE COMMUNITY CENTER FUND

Department: 460 - LAWRENCE COMMUNITY CENTER

ACCESS SYSTEMS LEASING	05/11/2026	COPIER LEASE	046-460-6470	238.87
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	046-460-6475	140.00
CINTAS	05/11/2026	FIRST AID KIT REPLACEMENT ...	046-460-6452	7.53
Department 460 - LAWRENCE COMMUNITY CENTER Total:				386.40
Fund 046 - LAWRENCE COMMUNITY CENTER FUND Total:				386.40

Fund: 110 - ROAD USE TAX

Department: 211 - Public Services - community betterment

BANOWETZ LUMBER COMPA...	05/11/2026	JAM SEAL/INK MARKER CONC...	110-211-6553	66.54
U.S. CELLULAR	05/11/2026	CELL PHONES	110-211-6490	72.73
DRJ GROUP LLC	05/11/2026	ANNUAL FIRE EXT MAINTENA...	110-211-6553	360.00
MIDWEST WHEEL COMPANY	05/11/2026	22.5X9 ALUM WHEEL	110-211-6474	315.00
SADLER POWER TRAIN	05/11/2026	SAFETY LOCKS FOR DUMP TR...	110-211-6474	1,038.50
CARQUEST OF MONTICELLO	05/11/2026	AUTOMOTIVE FUSES	110-211-6530	39.99
SCHIMBERG CO.	05/11/2026	PIPE ADS 8X20	110-211-6543	650.70
C.J. COOPER & ASSOCIATES, I...	05/11/2026	DOT DRUG SCREEN/BREATH T...	110-211-6412	145.00
ARNOLD MOTOR SUPPLY, LLP	05/11/2026	BELT DRIVE PULLEY	110-211-6474	61.20
LAWSON PRODUCTS, INC.	05/11/2026	LOCK WASHERS	110-211-6553	7.86
WEBER STONE COMPANY	05/11/2026	38 TONS OF BLACK DIRT	110-211-6543	2,128.00
ANDERSON, JASON	05/01/2026	PHONE STIPEND	110-211-6373	20.00
WEHLING/RODNEY	05/01/2026	PHONE STIPEND	110-211-6373	20.00
LODE/ERIC	05/01/2026	PHONE STIPEND	110-211-6373	20.00
KULA/MATT	05/01/2026	PHONE STIPEND	110-211-6373	20.00
HOTSY CLEANING SYSTEMS	05/11/2026	BULK SOAP	110-211-6530	450.80
CINTAS	05/11/2026	FIRST AID KIT REPLACEMENT ...	110-211-6553	41.13
JOHN DEERE FINANCIAL	05/11/2026	PLUMBING PARTS	110-211-6553	26.87
Department 211 - Public Services - community betterment Total:				5,484.32
Fund 110 - ROAD USE TAX Total:				5,484.32

Fund: 600 - WATER FUND

Department: 810 - 810

WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES ...	600-810-6150	3.95
U.S. CELLULAR	05/11/2026	CELL PHONES	600-810-6373	202.32
BARD CONCRETE	05/11/2026	STREET REPAIR - 2 MAIN BRE...	600-810-6782	1,441.52
IOWA ONE CALL	05/11/2026	LOCATES	600-810-6489	30.60
CORE & MAIN LP	05/11/2026	DEHUMIDIFIERS	600-810-6504	8,199.90
ARNOLD MOTOR SUPPLY, LLP	05/11/2026	BATTERY CORE CREDIT	600-810-6455	-24.00
ARNOLD MOTOR SUPPLY, LLP	05/11/2026	BATTERY, SERVICE PARTS FOR...	600-810-6455	194.47
WAGeworks INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	600-810-6150	3.95
DEREK YOUNG PROPERTY MA...	05/11/2026	CURBSTOP REPAIR	600-810-6782	1,850.00
C.J. COOPER & ASSOCIATES, I...	05/11/2026	DOT DRUG SCREEN/BREATH T...	600-810-6412	80.00
HACH COMPANY	05/11/2026	TESTING SUPPLIES	600-810-6501	400.55
CAHOY PUMP SERVICES	05/11/2026	PHASE 1 WELL PULLING	600-810-6782	12,335.00
TREASURER STATE OF IOWA	05/11/2026	WET TAX	600-810-6491	5,523.60
KLUESNER CONSTRUCTION	05/11/2026	MAIN BREAK REPAIR W BROA...	600-810-6782	1,485.00
OLIN-MORLEY TELEPHONE C...	05/11/2026	INTERNET	600-810-6373	104.95
US POSTMASTER	05/11/2026	MAY REMINDER NOTICES	600-810-6508	106.14
AUXIANT	05/11/2026	SELF FUNDED INS	600-810-6155	19.00

Expense Approval Report

Post Dates: 4/28/2026 - 5/11/2026

Vendor Name	Post Date	Description (Item)	Account Number	Amount
CITIZENS SAVINGS BANK	05/11/2026	DEPOSIT TICKETS	600-810-6531	136.37
Department 810 - 810 Total:				32,093.32
Fund 600 - WATER FUND Total:				32,093.32

Fund: 610 - WASTEWATER FUND

Department: 815 - 815

JC CROSS CO.	04/30/2026	BLOWER INTAKE FILTER	610-815-6418	1,074.15
WAGWORKS INC	05/11/2026	FLEX SPENDING ADMIN FEES -...	610-815-6150	3.95
RECREATIONAL MOTOR SPOR...	05/11/2026	APRIL SHIPPING	610-815-6431	121.40
U.S. CELLULAR	05/11/2026	CELL PHONES	610-815-6373	162.35
RECREATIONAL MOTOR SPOR...	05/11/2026	SHIPPING	610-815-6431	22.80
CHEM RIGHT LABORATORIES ...	05/11/2026	ECOLI TEST	610-815-6479	32.00
IOWA ONE CALL	05/11/2026	LOCATES	610-815-2901	30.60
ANAMOSA JOURNAL-EUREKA	05/11/2026	PAPER SUBSCRIPTION	610-815-6535	65.00
HACH COMPANY	05/11/2026	TESTING SUPPLIES	610-815-6501	1,656.10
JETCO INC	05/11/2026	FIRE REPAIRS	610-815-6418	11,560.37
HACH COMPANY	05/11/2026	TESTING SUPPLIES	610-815-6501	152.62
TREASURER STATE OF IOWA	05/11/2026	SALES TAX	610-815-6491	1,146.42
TREASURER STATE OF IOWA	05/11/2026	SALES TAX	610-815-6493	191.07
KLUESNER CONSTRUCTION	05/11/2026	SEWER REPAIR N SALES	610-815-6785	1,228.50
A&L ROLLOFF, INC	05/11/2026	FIRE DEBRIS DISPOSAL	610-815-6418	1,496.00
HACH COMPANY	05/11/2026	TESTING SUPPLIES	610-815-6501	61.17
CHEM RIGHT LABORATORIES ...	05/11/2026	ECOLI	610-815-6479	32.00
LINN CO-OP OIL CO.	05/11/2026	GAS	610-815-6551	895.78
MEYER, JUSTIN	05/01/2026	PHONE STIPEND	610-815-6373	30.00
HACH COMPANY	05/11/2026	NITROFICATION INHIBITOR	610-815-6501	80.58
FAREWAY STORES, INC.	05/11/2026	PAPER TOWELS/BAGS	610-815-6505	46.80
MINGER MOWING & LANDSC...	05/11/2026	SPRAYING	610-815-6554	1,400.00
WAPSI WASTE SERVICE, INC.	05/11/2026	TRASH SERVICE	610-815-6523	90.00
US POSTMASTER	05/11/2026	MAY REMINDER NOTICES	610-815-6508	106.14
CINTAS	05/11/2026	FIRST AID KIT REPLACEMENT ...	610-815-6540	43.66
AUXIANT	05/11/2026	SELF FUNDED INS	610-815-6155	9.50
CITIZENS SAVINGS BANK	05/11/2026	DEPOSIT TICKETS	610-815-6531	136.37
FAREWAY STORES, INC.	05/11/2026	DISTILLED WATER	610-815-6505	43.11
JOHN DEERE FINANCIAL	05/11/2026	SAFETY HASP	610-815-6540	11.49
Department 815 - 815 Total:				21,929.93
Fund 610 - WASTEWATER FUND Total:				21,929.93
Grand Total:				166,867.41

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	99,667.31	77,929.55
015 - FIRE SERVICE	2,235.50	0.00
041 - LIBRARY FUND	185.78	38.00
043 - PARKS & RECREATION	972.33	394.85
044 - AQUA COURT	3,912.52	0.00
046 - LAWRENCE COMMUNITY CENTER FUND	386.40	0.00
110 - ROAD USE TAX	5,484.32	80.00
600 - WATER FUND	32,093.32	5,648.74
610 - WASTEWATER FUND	21,929.93	2,557.28
Grand Total:	166,867.41	86,648.42

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-000-2200	FIT HOLDING	6,130.28	6,130.28
001-000-2201	SIT HOLDING	2,279.66	2,279.66
001-000-2202	FICA HOLDING	10,034.00	10,034.00
001-000-2203	IPERS HOLDING	13,174.79	13,174.79
001-000-2204	PEDC HOLDING	877.85	877.85
001-000-2205	HEALTH & CANCER INS. ...	41,501.47	41,501.47
001-000-2206	MEDICARE HOLDING	2,346.72	2,346.72
001-000-2208	LIFE HOLDING	922.62	922.62
001-110-6010	SALARIES, REGULAR FULL..	6,700.00	0.00
001-110-6155	SELF FUNDED HEALTH INS	318.57	318.57
001-110-6373	UTILITIES, TELEPHONE	549.74	0.00
001-110-6470	EQUIPMENT MAINT CO...	164.42	0.00
001-110-6474	MAINTENANCE, VEHICLE	50.18	0.00
001-110-6476	MAINTENANCE, OFFICE	15.46	0.00
001-110-6504	EQUIPMENT, SMALL	68.00	0.00
001-110-6540	BLDG & GROUNDS MAI...	31.00	0.00
001-210-6150	GROUP INSURANCE	7.90	0.00
001-210-6155	SELF FUNDED HEALTH INS	305.59	305.59
001-290-6428	TREE TRIMMING/STUMP...	3,150.00	0.00
001-290-6461	SOLID WASTE COLLECTI...	140.00	0.00
001-450-6491	GRAVE SERVICING	1,100.00	0.00
001-612-6155	SELF FUNDED HEALTH INS	9.50	9.50
001-622-6150	GROUP INSURANCE	7.90	0.00
001-622-6155	SELF FUNDED HEALTH INS	28.50	28.50
001-622-6373	UTILITIES, TELEPHONE	46.56	0.00
001-622-6414	PUBLIC NOTICES	182.19	0.00
001-622-6470	OFFICE EQUIPMENT/MA...	162.42	0.00
001-622-6480	IT Services/Computer Ma..	5,081.00	0.00
001-622-6535	SUPPLIES/NONCAP EQUI...	67.57	0.00
001-650-6475	BUIDLING & GROUNDS ...	38.53	0.00
001-699-6409	CRIME & FIDELITY INSU...	4,174.89	0.00
015-150-6470	MAINTENANCE, EQUIP...	2,145.50	0.00
015-150-6475	MAINTENANCE, GROUN...	90.00	0.00
041-410-6150	GROUP INSURANCE	11.85	0.00
041-410-6155	SELF FUNDED HEALTH INS	38.00	38.00
041-410-6373	UTILITIES, TELEPHONE	135.93	0.00
043-430-6155	SELF FUNDED HEALTH INS	28.50	28.50
043-430-6373	UTILITIES, TELEPHONE	46.56	0.00
043-430-6471	RECREATION SOFTWARE	366.35	366.35
043-430-6475	MAINTENANCE, BLDGS &..	188.51	0.00
043-430-6551	FUEL EXPENSE	342.41	0.00
044-440-6475	MAINTENANCE, BLDGS &..	30.00	0.00
044-440-6533	EQUIP., AQUA CRT. CHE...	3,882.52	0.00
046-460-6452	CONTRACT SERVICES	7.53	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
046-460-6470	MAINTENANCE, EQUIP...	238.87	0.00
046-460-6475	MAINTENANCE, BLDGS &..	140.00	0.00
110-211-6373	UTILITIES, TELEPHONE	80.00	80.00
110-211-6412	MEDICAL AND PYSICALS	145.00	0.00
110-211-6474	MAINTENANCE, VEHICLE	1,414.70	0.00
110-211-6490	MAINT. CONTRACT PAG...	72.73	0.00
110-211-6530	SUPPLIES, OPERATIONS	490.79	0.00
110-211-6543	SUPPLIES, STREET MAIN...	2,778.70	0.00
110-211-6553	MISCELLANEOUS SUPPLI...	502.40	0.00
600-810-6150	GROUP INSURANCE	7.90	0.00
600-810-6155	SELF FUNDED HEALTH INS	19.00	19.00
600-810-6373	UTILITIES, TELEPHONE	307.27	0.00
600-810-6412	EMPLOYEE PHYSICALS-...	80.00	0.00
600-810-6455	MAINTENANCE, EQUIP...	170.47	0.00
600-810-6489	PROFESSIONAL SERVICES	30.60	0.00
600-810-6491	SALES TAXES PAID	5,523.60	5,523.60
600-810-6501	CHEMICALS	400.55	0.00
600-810-6504	EQUIPMENT, SMALL	8,199.90	0.00
600-810-6508	SUPPLIES, POSTAGE	106.14	106.14
600-810-6531	SUPPLIES, BILLING	136.37	0.00
600-810-6782	WATER SYSTEM IMPRO...	17,111.52	0.00
610-815-2901	ACCOUNTS PAYABLE	30.60	0.00
610-815-6150	GROUP INSURANCE	3.95	0.00
610-815-6155	SELF FUNDED HEALTH INS	9.50	9.50
610-815-6373	UTILITIES, TELEPHONE	192.35	30.00
610-815-6418	WASTEWATER TREATM...	14,130.52	1,074.15
610-815-6431	SHIPPING	144.20	0.00
610-815-6479	PROF. SERVICES - TESTI...	64.00	0.00
610-815-6491	SALES TAXES PAID	1,146.42	1,146.42
610-815-6493	LOCAL OPTION SALES TA...	191.07	191.07
610-815-6501	CHEMICALS	1,950.47	0.00
610-815-6505	EQUIPMENT, OFFICE	89.91	0.00
610-815-6508	SUPPLIES, POSTAGE	106.14	106.14
610-815-6523	EQUIPMENT, BLDG. MAI...	90.00	0.00
610-815-6531	SUPPLIES, BILLING	136.37	0.00
610-815-6535	SUPPLIES, OFFICE	65.00	0.00
610-815-6540	SUPPLIES, BLDGS. & GR...	55.15	0.00
610-815-6551	FUEL EXPENSE	895.78	0.00
610-815-6554	MAINTENANCE, GENERAL	1,400.00	0.00
610-815-6785	WASTEWTR SYSTEM IM...	1,228.50	0.00
Grand Total:		166,867.41	86,648.42

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	166,867.41	86,648.42
Grand Total:	166,867.41	86,648.42

CITY OF ANAMOSA

APPROVAL FORM FOR LIQUOR AND BEER LICENSE APPLICATION

Class C Beer/Liquor
Sunday: Yes No
New/Renewal/Amended
Circle Appropriate Info.

NAME OF APPLICANT: Nathaniel James Dooley

TRADE NAME (DBA): Train Station

STREET ADDRESS: 101 E Main St, Anamosa

PHONE (BUSINESS): 319-569-7741 **HOME (OR CELL):** 319-631-5896

The undersigned have by the signatures of the officials noted below, certify that the above mentioned structure conforms to all laws within the jurisdictional limits of enforcement of said officials and may receive approval of this application.

ANAMOSA POLICE DEPARTMENT:

The above named applicant(s) is approved by this department to have a beer and/or liquor license at the above location.



Police Chief

4/24/20
Date

Leave form at City Hall after Fire and Health signatures are complete.

ANAMOSA FIRE DEPARTMENT:

Fire Inspection Fee -- \$35.00, includes two inspections. Each inspection after that will be \$25 each.
(Make check out to: City of Anamosa)



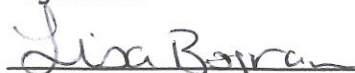
Fire Chief (or designee)

Phone: 319-462-4434 for appointment

4/23/20
Date

JONES COUNTY ENVIRONMENTAL HEALTH DEPARTMENT: (If applicable)

The above mentioned structure and business is in compliance with the Jones County Board of Health Regulations.



Jones County Environmental Health Official

Phone: 319-462-4715 for appointment

4-16-2020
Date

PLEASE RETURN FORM TO MOLLY HEFFLEFINGER AT CITY HALL WHEN COMPLETED

Received at City Hall 4/24/20 for the 5/11/20 Council Meeting



License
Administration



< CITY OF ANAMOSA

Retail Tobacco License Review

CITY OF ANAMOSA

1507375808



Application Information

Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP	: WALMART INC
Type of ownership	: Corporation
Primary office address	: 1 CUSTOMER DRIVE MS# 0500 BENTONVILLE AR 72716-0500
Legal Ownership Phone	: 479-552-0148
Legal Ownership Email	: Complic@wal-mart.com

Application Information

City/County Permit Number	: 2026-02
Sales and Use Permit Number	: 153005037
Location Name	: WALMART STORE #646
Location Phone Number	: 319-462-3411
Location Address	: 101 115TH ST ANAMOSA IA 52205-7976
Location Mailing Address	: 702 SW 8TH ST BENTONVILLE AR 72712-6209
Renewal	: Yes

Start Date : 01-Jul-2026
End Date : 30-Jun-2027
License Fee : 75.00
Types of Sales : Over the Counter
Type of Establishment : Other
If Other, Explain : DISCOUNT RETAIL MERCHANDISER WITH FULL
LINE GROCERY
Types of Products Sold : Cigarettes, Tobacco, Alternative Nicotine
Products
Do you intend to make retail sales to : Yes
ultimate consumers?
Do you have other permits issued under : No
Iowa Code chapter 453A at this retail
location? If yes, provide permit
number(s) in the next step:

Ownership Details

Owner	Position	Single Line Address
ALLEN, MATTHEW	Owner	3 S BEAU CHENE LN ROGERS ,
LITTLE, SARAH	Owner	605 MAPLE DR SPRINGDALE A
VICK, BRANDON	Officer	16330 GRACKLE DR ROGERS A
FENTON, CAREY	Officer	4302 NE BLUE SPRUCE AVE BE
FURNER, JOHN	Officer	9 S NEWHAVEN CT ROGERS A

Suppliers List

A list of suppliers for cigarettes, tobacco, alternative nicotine, and vapor products must be included with all retail tobacco permit applications. Applicants may submit this information

in text form or as a PDF upload. Local authorities may review this information during the application review process.

MCLANE COMPANY, INC

Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Select a Decision *

Approve	Deny
---------	------



Cancel

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CITY OF ANAMOSA

NOISE / STREET CLOSURE PERMIT APPLICATION

Date: 5-26☐ NOISE PERMIT
☒ STREET CLOSURE PERMITApplicants Name: LeeAnn Boone, KC WirtmanApplicant's Address: 14984 230th AveApplicant's Phone: 319-821-0071Event Location/Address: Huber St - From Main St to Alley - Alley From Huber to T+D

Detailed Description of Event:

Benefit for Cynthiae Hagen "Sweet + Sassy in the Saddle" Event ends w/a street cleanup at BandlocksDate of Event: June 27th Time Period of Event: 3-9pm

TYPE OF NOISE VARIANCE REQUESTED:

☐ MUSICAL INSTRUMENT☐ SOUND EQUIPMENT

STREET CLOSURE INFORMATION (If Applicable)

Street(s) to be affected: HuberStarting at intersection(s) of: MainEnd at intersection(s) of: Alley - & Alley to T+D*Please attach a detailed map/drawing of area.*Barricades Needed?: (Y)/N How many: 6 Type: wood

Barricades are to be picked up at the City Shop area by 12:00 p.m. Noon on Friday prior to weekend event. Barricades are to be returned to the City Shop area by 12:00 p.m. Noon on the Monday following a weekend event.

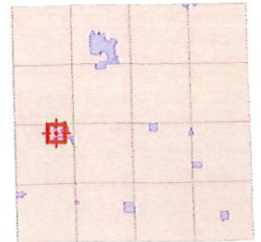
COPY OF ORDINANCE GIVEN TO APPLICANT? COUNCIL APPROVED ON: AMOUNT OF FEE PAID: 30.00 pdDISTRIBUTE COPIES TO: X* APPLICANTX* PUBLIC SERVICESX* POLICE DEPT.X* FIRE DEPT.



Jones County, IA



Overview



Legend

- Cartography
- Major Roads

Parcel ID	0902352040	Alternate ID	133200	Owner Address	LEXINGTON HOMES LLC
Sec/Twp/Rng	n/a	Class	C		14984 230TH AVE
Property Address	130 E MAIN ST	Acreage	n/a		ANAMOSA, IA 52205
	ANAMOSA				
District	ANACO				
Brief Tax Description	SHAWS S.D. LOT 25 LOT 7 & W 1/2 LOT 8				
	(Note: Not to be used on legal documents)				

Date created: 4/6/2026

Last Data Uploaded: 4/6/2026 2:40:21 PM

Developed by  SCHNEIDER
GEOSPATIAL

CITY OF ANAMOSA
NOISE / STREET CLOSURE PERMIT APPLICATION

Date: 5-4-26

☐ NOISE PERMIT
☒ STREET CLOSURE PERMIT

Applicants Name: Leetanya Boone, Jentri Alderdye

Applicant's Address: 4984 230th Ave

Applicant's Phone: 319-521-0071

Event Location/Address: Huber St - from Main St to Alley, Alley from Huber to T&D

Detailed Description of Event:

Community Block Party - Family Events during the day, hand of noisette funds for go towards a community project

Date of Event: June 6, 2026 Time Period of Event: 11am - 10pm

TYPE OF NOISE VARIANCE REQUESTED:

☐ MUSICAL INSTRUMENT

☐ SOUND EQUIPMENT

STREET CLOSURE INFORMATION (If Applicable)

Street(s) to be affected: Huber

Starting at intersection(s) of: Main

End at intersection(s) of: Alley & Alley to T&D

Please attach a detailed map/drawing of area.

Barricades Needed?: (Y)/N How many: 6 Type: wood

Barricades are to be picked up at the City Shop area by 12:00 p.m. Noon on Friday prior to weekend event. Barricades are to be returned to the City Shop area by 12:00 p.m. Noon on the Monday following a weekend event.

COPY OF ORDINANCE GIVEN TO APPLICANT?

COUNCIL APPROVED ON:
AMOUNT OF FEE PAID: 30.00 pd

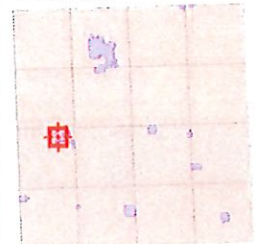
DISTRIBUTE COPIES TO: X* APPLICANT X* POLICE DEPT.
X* PUBLIC SERVICES X* FIRE DEPT.



Jones County, IA



Overview



Legend

- Cartography
- Major Roads

Parcel ID	0902352040	Alternate ID	133200	Owner Address	LEXINGTON HOMES LLC
Sec/Twp/Rng	n/a	Class	C		14984 230TH AVE
Property Address	130 E MAIN ST	Acreage	n/a		ANAMOSA, IA 52205
	ANAMOSA				
District	ANACO				
Brief Tax Description	SHAWS S.D. LOT 25 LOT 7 & W 1/2 LOT 8				
	(Note: Not to be used on legal documents)				

Date created: 4/6/2026

Last Data Uploaded: 4/6/2026 2:40:21 PM

Developed by  SCHNEIDER
GEOSPATIAL

CITY OF ANAMOSA
NOISE / STREET CLOSURE PERMIT APPLICATION

Date: May 6th 2026

☐ NOISE PERMIT
☐ STREET CLOSURE PERMIT

Applicants Name: Tuckers Tavern

Applicant's Address: 201 E. Main St.

Applicant's Phone: 3194629909

Event Location/Address: Booth St from main St to alley behind Tuckers Tavern

Detailed Description of Event:

Location for Teufelhund Bike Night for 2 Nights this season. Fund Raiser for the group for the continued support of what they do for the veterans.

Date of Event: * May 19th 2026
* July 28th 2026

Time Period of Event: 5-9 pm *music playing via a speaker*

TYPE OF NOISE VARIANCE REQUESTED:

☐ MUSICAL INSTRUMENT

☐ SOUND EQUIPMENT

STREET CLOSURE INFORMATION (If Applicable)

Street(s) to be affected: Booth Street from Main to alley

Starting at intersection(s) of: Main St and Booth St.

End at intersection(s) of: Alley behind Tuckers on Booth Street.
Please attach a detailed map/drawing of area.

Barricades Needed?: Y/N

How many: 4

Type: Wooden put together and cones

***Barricades are to be picked up at the City Shop area by 12:00 p.m.

Noon on Friday prior to weekend event. Barricades are to be returned to the City Shop area by 12:00 p.m. Noon on the Monday following a weekend event.***

COPY OF ORDINANCE GIVEN TO APPLICANT?

COUNCIL APPROVED ON:

AMOUNT OF FEE PAID: \$30.00

DISTRIBUTE COPIES TO:

☒ * APPLICANT

☒ * PUBLIC SERVICES

☒ * POLICE DEPT.

☒ * FIRE DEPT.

RESOLUTION NO. 2026-23

RESOLUTION SETTING THE DATE FOR THE PUBLIC HEARING TO AMEND THE CURRENT CITY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026.

WHEREAS, the City has identified the need to amend the annual budget, for FY26; and,

WHEREAS, municipalities are permitted to amend their budgets, in accordance with Iowa Code 384.18.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the Anamosa City Council does hereby set May 26, 2026 at 6:00 p.m. as the date and time for the public hearing to be held in the Anamosa Library and Learning Center, in Anamosa, Iowa, to amend the current City budget for Fiscal Year ending June 30, 2026.

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
HURT				
D. SMITH				
WEIMER				
SHADA				

PASSED AND APPROVED this 11th day of May, 2026.

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

RESOLUTION NO. 2026-24

RESOLUTION TO SET THE WAGES OF SEASONAL PART TIME PARKS & RECREATION EMPLOYEEES FOR THE 2026 SUMMER SEASON

WHEREAS, with the upcoming summer season there is a need to hire additional part time seasonal personnel in the Parks & Recreation Department; and,

WHEREAS, the personnel list and personnel to hire have been reviewed and recommended by the Park Board, Parks & Recreation Director, and City Administrator; and

WHEREAS, the wages of the seasonal part time Parks & Recreation employees are now being forwarded onto the City Council for their review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the wages for the following Parks & Recreation Department personnel be approved for the upcoming summer season:

Head Lifeguards	
Name	Hourly Wage
Lola Holub	\$15/hr
Hannah Petsche	\$15/hr
Ella Vaugh	\$15/hr

Lifeguards	
Name	Hourly Wage
Ryan Carlson	\$14/hr
Johanna Shaffer	\$14/hr
Halle Gatto	\$14/hr
Sophie Sander	\$14/hr
Olivia Miller	\$14/hr
Addie Dales	\$14/hr
Norah Humpal	\$14/hr
Brooke Heying	\$14/hr
Ingrid Vaughn	\$14/hr
Leigha Hinrichs	\$14/hr
Izzy Reck	\$14/hr
Riley Gralund	\$14/hr
Nolan Petsche	\$14/hr
Avary Besler	\$14/hr
Aybra Rouse	\$14/hr
Zakiya Smith	\$14/hr
Alyssa Bohlken	\$14/hr
Avri Trumblee-Looney	\$14/hr
Oaklee Baysinger	\$14/hr
Rebekah Bonifazi King	\$14/hr
Gabriella Kjormoe	\$14/hr
Ava Remley	\$14/hr
Zeke Clausen-Tubbs	\$14/hr
Asa Bentley	\$14/hr
Sylvia Venenga	\$14/hr
Zoey Stubb	\$14/hr
Ally Gibbs	\$14/hr

Concessions	
Name	Hourly Wage
Quinlan Kent	\$11/hr
Addie Bogran	\$11/hr
Henry Reck	\$11/hr
Hunter Miner	\$11/hr
Elizabeth Gray	\$11/hr
Miley Simon	\$11/hr
Finley Pape	\$11/hr
Riley Ray	\$11/hr
Chavah Herrick	\$11/hr
Grace McWherter	\$11/hr
Livia Rohwedder	\$11/hr
Audrey Dawes	\$11/hr
Carter Hudson	\$11/hr
Liam Daly	\$11/hr
Emma Gregorich	\$11/hr
Aviyah Hoyt	\$11/hr
Ryker Weber	\$11/hr
Ari Tjaden	\$11/hr
Malachi Herrick	\$11/hr
Gage Looney	\$11/hr
Lily Zieser	\$11/hr
Bella Witt	\$11/hr
Bria Steffensmeier	\$11/hr
Caidence Day	\$11/hr

Parks/Grounds	
Name	Hourly Wage
Gust LaDue	\$11/hr
Austin Hansen	\$11/hr
Trevin Wilson	\$11/hr
Carlos Lerma III	\$11/hr
Griffin Embree	\$11/hr
Trace Faille	\$11/hr
Brody Conmey	\$11/hr
Kasin Paulsen	\$11/hr
Conner Capron	\$11/hr

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
HURT				
D. SMITH				
WEIMER				
SHADA				

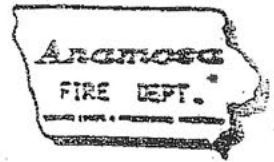
PASSED AND APPROVED this 11th day of May, 2026.

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

Interviewed by Board 5/4/26
Voted by membership 5/4/26



Anamosa Fire Department

Application for Membership

(PLEASE PRINT)

Date of Application 04/22/2026

Position(s) Applied For Volunteer

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☒ Other

Name Gienapp Blakelee Elisabeth
Last First Middle

Address [REDACTED] Anamosa Iowa 52205
Number Street City State Zip Code

Phone No. [REDACTED] Social Security No. [REDACTED]

DOB [REDACTED]

Spouse Name Taylor Hurt

Does she/he support your applying for the volunteer fire dept? ☒ Yes ☐ No

Does she/he understand you will need to attend extensive training? ☒ Yes ☐ No

Have you ever filed an application here before? ☐ Yes ☒ No

Have you ever been a firefighter before? ☐ Yes ☒ No

If yes, what department? _____ Served under Chief? _____

Reason for leaving that department? _____

Are you a certified Fire Fighter? ☐ Yes ☒ No

If yes, what level _____

Do you have a valid Iowa Drivers License? ☒ Yes ☐ No

Iowa Drivers License # [REDACTED]

Have You been convicted of a moving traffic violation in the last 3 years? ☒ Yes ☐ No

If yes, explain I got a speeding ticket going 65 in a 55.

Employer Pinicon Senior living Job Title RCP, Caregiver
Address 11015 Breca Ridge Dr Supervisor Ashley Palmer
Date Hired 11/05/2024 Work Hours 6am - 2pm Sat - wed

Is your present employer agreeable to release you for emergency calls?

☐ Yes ☒ No

Please list your past employers going back 7 years

- 1 The Gardens Care Center
- 2 Scooters Bar n Grill
- 3 Walmart - Garden Center

4

5

6

7

Please list your past residence, if other than Anamosa, going back 7 years.

- 1 Cedar Rapids

2

3

4

5

6

7

Give name, address and phone number of three references not related to you.

- 1 Ashley Palmer [REDACTED] / Anamosa
- 2 Bruce [REDACTED] / Anamosa
- 3 Shane K - [REDACTED] / Cedar rapids

Summarize special skills and qualifications that you may have that would be an asset to our dept.

I'm Cpr Certified, I work out regularly and
Continue to reach new goals. I'm brave and
Love working with people.

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements within this application for membership as may be necessary in arriving at a decision for membership status. In the event of membership status, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of this service.

Blake Gungor
Signature of Applicant

4-22-2026
Date

Anamosa Fire Department

Firefighter Application Form



Personal Information

- Full Name: Joshua Gaffey
- Date of Birth: [REDACTED]
- Address: [REDACTED]
- City: Anamosa State: IA ZIP: 52205
- Phone Number: [REDACTED]
- Email Address: [REDACTED]@gmail.com

Emergency Contact

- Name: Jim Gaffey
- Relationship: DAD
- Phone Number: [REDACTED]

Education

- High School / GED:
 - School Name: Reynolds High School
 - City/State: Iowa City
 - Graduation Year: 2022
- College / Technical Training (if applicable):
 - School Name: Hickwood
 - Degree / Certification: Parks & Natural Resources
 - Year Completed: 2024

Fire / EMS Experience

- Do you have prior fire service experience? ☒ Yes ☐ No

If yes, please list department(s), position(s), and dates of service:

Hardin County Conservation controlled Burns
Johnson County Conservation controlled Burns

- Certifications Held (check all that apply):

- ☐ Firefighter I
- ☐ Firefighter II
- ☐ EMT-B
- ☐ EMT-A
- ☐ EMT-P
- ☐ Hazardous Materials
- ☒ Other: S130, S140, L150 wildland/ firefighting

Employment History

Current or Most Recent Employer

- Employer Name: Johnson County Conservation
- Job Title: Trails Field Worker II
- Dates of Employment: October 2025 ~ Current
- Supervisor Name & Phone: ED Kringie [REDACTED]

Previous Employer

- Employer Name: Hardin County Conservation
- Job Title: Natural Resource Manager
- Dates of Employment: December 2023 - October 2025

References

Please list three professional or personal references:

Reference 1

- Name: ed Kringie
- Relationship: CO worker / supervisor
- Phone Number: [REDACTED]
- Email: [REDACTED] @Johnson County Iowa.gov

Reference 2

- Name: Nick Stavropoulos
- Relationship: CO worker
- Phone Number: [REDACTED]
- Email: [REDACTED] @Hardin County IA.gov

Reference 3

- Name: Mason Morgan
- Relationship: Friend / Fire Fighter
- Phone Number: [REDACTED]
- Email: ~

Availability

- Are you able to respond to calls during daytime hours? ☒ Yes ☐ No
- Are you able to attend required trainings and meetings? ☒ Yes ☐ No

Background Information

- Have you ever been convicted of a felony or serious misdemeanor? ☐ Yes ☒ No
 - If yes, please explain (convictions do not automatically disqualify applicants):

- Have you had any traffic violations in the past five (5) years? ☒ Yes ☐ No
 - If yes, please list the violation(s), date(s), and disposition:

3 2 speeding tickets 2025
1 speeding ticket 2022

Background Check Authorization

I hereby authorize the Anamosa Fire Department and its designated agents to conduct a comprehensive background investigation for the purpose of evaluating my suitability for service. This may include, but is not limited to, criminal history records, driving records, employment verification, and reference checks.

I understand that this authorization is voluntary but required for consideration, and I release the Anamosa Fire Department, its officers, employees, and agents from any liability arising from the lawful collection and use of this information.

- Full Legal Name (printed): Joshua Robert Gaffey
- Date of Birth: [REDACTED]
- Driver's License Number & State: [REDACTED] IA
- Applicant Signature: [Signature]
- Date: 05/03/2026

Applicant Statement

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or dismissal.

- Applicant Signature: [Signature]
- Date: 05/03/2026

For Department Use Only

- Date Application Received: 5/3/26
- Interview Date: 5/4/26 - Approved by Board
- Background Check Completed: ☐ Yes ☐ No
- Membership Approval Date: 5/4/26
- Council Approval Date: _____
- Accepted: ☐ Yes ☐ No
- Notes:

City of Anamosa – Job Description

Position Title: City Administrator

Department: Administration

Supervisor: City Council

FLSA: Exempt

Approved by Council:

Job Summary

Acts as the City's chief administrative officer, responsible for implementing Council policies and directives, overseeing City departments, personnel, facilities, and finances, and advising the Mayor and City Council. Manages budgeting, purchasing, contracts, economic development, and intergovernmental relations; responds to public inquiries and coordinates emergency response; and ensures efficient, compliant City operations.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensures City Council directives and approved operational policies are implemented, enforced and delegated as necessary to ensure compliance.
- Consults with and advises City employees to prioritize work, resolve issues, and communicate needs and activities.
- Communicates with the Mayor and City Council regarding the City's needs and concerns.
- Coordinates the investigation and resolution of public complaints and inquiries.
- Supervises the management and maintenance of City owned facilities.
- Interviews prospective employees and make recommendations to the Mayor and City Council regarding hiring, promotions and compensation.
- Manages the City's budget process, including preparation, Council approval, ongoing monitoring, and periodic reporting to the Council and City staff.
- Directs the purchasing of all commodities, materials, supplies and services as budgeted or appropriated by Council.
- Attends City Council and committee meetings as required.
- Prepares and distributes City Council meeting agenda packets including any instructional or informational material.
- Serves as the City's liaison and representative to local groups, government officials, agencies, and the public, as directed by Council.
- Leads and coordinates the City's economic development efforts, including business recruitment, marketing, retention, grand administration, and financial planning.
- Supervises and manages the performance of all contracts for work and services carried out by or for the City.
- Evaluates, develops and updates policies and procedures to ensure City operations are conducted in a modern and efficient manner.

- Evaluates City services and operations and advises the Mayor and City Council on improvements, changes and long-term planning.
- Authorizes and coordinates necessary actions during emergencies.
- Builds mutually beneficial partnerships with residents, outside agencies, developers, local community groups and others.
- Perform statutory duties of the City Clerk, in the Clerk's absence, in accordance with Section 18.02 of the Anamosa Code of Ordinances.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Master's degree in public administration, business administration or related field from an accredited educational institute and at least 5 years of progressive management experience within the public sector and/or equivalent combination of education and experience.
- Shall maintain, or secure upon appointment, membership in ICMA and IaCMA.

Knowledge, Skills, and Abilities

- Knowledge: Principles and techniques of public administration including public finance, planning and zoning.
- Skill: Management, decision-making, written and verbal communication, public relations and interpersonal relations.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook) and ability to learn Tyler software.
- Ability: Read and interpret technical materials, reports and journals; prepare administrative documents.
- Ability: Communicate effectively, both orally and in writing, with residents, the City Council and the City employees.
- Ability: Define problems, collect data, establish facts, and draw conclusions.
- Ability: Develop and present mathematical budget information.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Reliably and predictably carry out duties.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include

interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Must reside in the City of Anamosa municipal limits within 6 months of hire.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

Updated:

City of Anamosa – Job Description

Position Title: City Clerk

Department: Administration

Supervisor: City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Responsible for processing accounts payable, accounts receivable, and maintenance of vendor records. Manages and maintains the central filing system, ensuring accurate, organized, and up-to-date records. Performs administrative support to the Administration Department. Attends and performs duties associated with City Council meetings. Maintains effective communication with the public, employees, and vendors. Handles confidential information with discretion and performs additional administrative duties as assigned.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes accounts payable and accounts receivable, including invoices, vouchers, payments, collections, reconciliations, and financial system entries. (i.e. interest, property tax, LOST, RUT, etc.)
- Prepares and distributes checks; maintains vendor records and financial documentation in accordance with retention requirements.
- Performs bank deposits, reconciliations, petty cash balancing, and daily cash handling functions.
- Prepares bi-monthly accounts payable paid claims report for city council meeting packet and newspaper publication.
- Generates invoices, resolves account discrepancies, and coordinates collection of past-due accounts.
- Establishes and maintains central filing and records retention systems, including digital and hard-copy records.
- Assists with preparation of financial reports, budgeting activities, audits, and year-end closeout.
- Ensures legal and statutory compliance related to public notices, publications, and official city records.
- Attends City Council meetings and coordinates public meetings; prepares agendas and supporting materials; records and maintains official minutes, resolutions, and ordinances.
- Collaborates with the City Administrator to update and maintain the standard operating procedures and policy manual for the Administration Department.
- Provides administrative and clerical support to the City Administrator, City Council, and other departments as needed.

- Assists Deputy City Clerk and Utility Billing Clerk with payroll, utility billing, licensing, permitting, and other departmental functions.
- Communicates with the public and internal staff to provide information and direct inquiries appropriately.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Associate's degree in accounting, finance or related field from an accredited educational institute; or 2 years related experience in a public organization serving a city over 2,500 residents and/or equivalent combination of education and experience.
- Shall obtain Iowa Municipal Finance Officers Association Certification as a Municipal Clerk Associate or Finance Officer Associate within 3-5 years of employment.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Bachelor's degree in accounting, finance or related field from an accredited educational institute and 5 years of experience in a public organization serving a city over 2,500 residents; or ten years of related experience and/or equivalent combination of education and experience.
- Experience as a Deputy City Clerk.
- Experience with ERP Pro 10 Tyler Technologies public accounting system.
- Current Iowa Municipal Finance Officers Association Certification as a Municipal Clerk Associate or Finance Officer Associate.

Knowledge, Skills, and Abilities

- Knowledge: Payroll, bookkeeping, accounting, and auditing.
- Knowledge: Zoning, permitting and cemetery administration.
- Knowledge: Municipal office procedures, practices, and local government operations.
- Skill: Public speaker.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook) and ability to learn Tyler software.
- Skill: Time management, prioritization, scheduling and meeting deadlines.
- Ability: Well-organized
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Compile and analyze financial reports.

- Ability: Handle confidential information with discretion.
- Ability: Attend evening meetings.
- Ability: Reliably and predictably carry out duties.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.
--

Employee	Date

Updated: 1.19.2026

DRAFT

City of Anamosa – Job Description

Position Title: Deputy City Clerk

Department: Administration

Supervisor: City Administrator

FLSA: Non-exempt

Approved by Council:

Job Summary

Manages payroll, insurance, personnel, cemetery, and licensing/permitting records. Provides administrative support to the Planning and Zoning Commission and the Zoning Board of Adjustment. Maintains effective communication with the public, employees, and vendors. Handles confidential information with discretion and performs additional administrative duties as assigned.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes biweekly payroll for all City employees and quarterly payroll for all Council members.
- Calculates and processes payments for employee deductions, direct deposits, and employer share expenses.
- Maintains City employee enrollment in benefit plans (health, dental, vision, COBRA, Flex plan), assists employees with benefit questions and changes, and reconciles monthly billings.
- Submits federal and state payroll taxes and IPERS payments for each pay period; prepare and file quarterly federal and state payroll tax reports and unemployment reports.
- Assists with benefits open enrollment.
- Attends meetings for the Planning and Zoning Commission and the Zoning Board of Adjustment and serve as secretary; preparing agendas, meeting publications and hearing notices.
- Supports applicants and staff in matters related to development permits, rezoning, and variances.
- Distributes applications and billing notices for license and permit renewals; provide related information upon request.
- Maintains accurate records and files for all businesses subject to license and permit fees.
- Maintains records of violations and transmit all documentation related to their disposition to the appropriate State authorities.
- Provide customer service by responding to inquiries or directing customers to appropriate staff.
- Provide internal support to Utility Billing Clerk/City Clerk/City Administrator and other city departments.

- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 2 years of related employment experience.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and one year of related employment experience; or three years related experience in the public sector and/or equivalent combination of the education and experience.
- Iowa Municipal Finance Officers Association certification as a Municipal Clerk Associate or Finance Officer Associate.

Knowledge, Skills, and Abilities

- Knowledge: Human resources, accounting, bookkeeping and payroll principles.
- Knowledge: Office procedures, filing, employment law, and general personnel policies and guidelines.
- Knowledge: Planning and zoning, permitting, and cemetery administration.
- Skill: Using office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook) and ability to learn Tyler software.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Compile and analyze financial reports.
- Ability: Handle confidential information with discretion.
- Ability: Attend evening meetings.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Transport self from building to building and to attend various functions and meetings at other sites either within or outside of the city.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Jeremiah Hoyt 1.12.26

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

Updated: 1.12.2026

DRAFT

City of Anamosa – Job Description

Position Title: Utility Billing Clerk

Department: Administrative

Supervisor: City Administrator

FLSA: Non-Exempt

Approved by Council:

Job Summary

Manages day-to-day utility billing operations, including customer account management, billing and collections. Interacts with the public, processes confidential information, prepares reports, and assists with related city office tasks. Requires professionalism, attention to detail, and adherence to city policies and procedures.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Generates and mails monthly utility bills and late notices.
- Creates new or updates residents accounts.
- Collects and posts utility payments.
- Prepares monthly water services disconnect list.
- Reconciles the cash drawer and prepares bank deposits.
- Answers billing questions from residents and explain billing cycle, rates or water usage according to city ordinance.
- Signs up residents for services and answers questions and complaints from the public concerning City policies and procedures regarding utility services.
- Establish water payment plans in accordance with City policy.
- Prepares work orders to dispatch the Utility Department.
- Co-signer of checks on behalf of the City.
- Maintains confidentiality while handling sensitive information.
- Maintains accurate records and files.
- Attends meetings as requested.
- Orders and maintains office supplies.
- Receives, sorts, and distributes mail.
- Proofreads written materials (i.e. meeting minutes) as requested.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 2 years of related employment experience.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and one year of related employment experience; or three years related experience in the public sector and/or equivalent combination of the education and experience.

Knowledge, Skills, and Abilities

- Knowledge: Utility billing procedures.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook) and ability to learn Tyler software.
- Skill: Handle inquiries and complaints in person and over the phone.
- Ability: Effectively present information and respond to questions from managers, clients, customers and the general public.
- Ability: Maintain accurate and detailed records.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Handle confidential information with discretion.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

Updated:

City of Anamosa – Job Description

Position Title: Chief of Police

Department: Police

Supervisor: City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Manages the operational, financial, and personnel activities of the Anamosa Police Department. Oversees the prevention of crime, enforces laws, and protects life and property through community-oriented policing. Promotes strong community partnerships, maintains positive public relations, and represents the Department at meetings, hearings, and official functions. Collaborates closely with the Jones County Sheriff's Department, the Anamosa State Penitentiary, and other local, state, and federal law enforcement agencies.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforces all laws and city ordinances while performing duties of a police officer and investigator.
- Directs and manages department operations; establishes, implements and interprets policies.
- Identifies day-to-day operational issues, inefficiencies, and departmental needs; consults with the City Administrator to develop solutions and review procedures.
- Communicates with and makes recommendations to the Mayor, City Administrator and City Council regarding departmental activities, priorities, and needs.
- Approves all hiring decisions within the Police Department in accordance with the City Code of Ordinances, the Iowa Code and other applicable regulations.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Plans, coordinates, and directs department personnel for special events and projects.
- Provides tactical control of police units and ensures appropriate delegation and supervision of assigned personnel.
- Responsible for the supervision, promotion, reward and discipline of subordinate personnel, and for conducting performance reviews of command staff.
- Maintains high standards of conduct and morale within the department while evaluating and supporting officers' professional development.
- Attends Council meetings, staff meetings or other meetings when matters concerning the Department are on the agenda, or as requested by the City Administrator.
- Develops, administers, and monitors the budget for the Police Department, including the allocation of funds for equipment, personnel and supplies.

Updated:

- Reviews reports, investigates complaints, monitors criminal activity, and ensures evidence security.
- Maintains equipment, weapons, and inventory; evaluates and recommends equipment and vehicle purchases.
- Coordinates with city officials and local, state, and federal enforcement agencies; appears in court as required.
- Establishes and builds community relationships by attending City-sponsored events.
- Identifies community public safety priorities and develops programs for crime prevention and enforcement.
- Maintains a high degree of personal integrity and follow all laws and rules of the City, the State of Iowa and the United States, and generally set an appropriate example for the Department and for the citizens of Anamosa.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Bachelor's degree in criminal justice or related field from an accredited educational institute and at least 5 years of progressive management experience within law enforcement; and/or equivalent combination of education and experience.
- Obtain and maintain an Iowa Professional permit to carry weapons.
- Meet minimum standards for Iowa Law Enforcement Officers as prescribed by the Code of Iowa and Iowa Law Enforcement Academy.
- Maintain CPR/First Aid Certification.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Master's degree from an accredited educational institution and more than seven years of related experience; and/or equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Knowledge: Law enforcement management, criminal law, State statutes, city ordinances, personnel policies and City budget.
- Knowledge: Budgeting, staffing, administration and personnel management.
- Skill: Interpersonal relations, verbal and written communication, leadership, listening and negotiation.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Analyze complex police problems, delegate responsibilities and authority.
- Ability: Read and interpret technical materials, reports and journals; prepare administrative documents.

- Ability: Communicate effectively, both orally and in writing, with residents, the City Council and the City employees.
- Ability: Define problems, collect data, establish facts, and draw conclusions.
- Ability: Research, develop and recommend budgeting needs, policies, procedures, and practices.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Reliably and predictably carry out duties.
- Ability: Maintain high ethical standards and professional conduct.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

Employee may be exposed to dangerous situations. The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a twenty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

Updated:

City of Anamosa – Job Description

Position Title: Police Sergeant

Department: Police

Supervisor: Police Chief

FLSA: Non-Exempt

Approved by Council:

Job Summary

Supervises and directs the Police Officers within the Anamosa Police Department. Performs various personnel management administrative duties. Performs duties as a Police Officers as well.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises police officers to ensure adherence to the policies and standard operating procedures.
- Partners with the Chief of Police for the supervision, promotion, reward and discipline of subordinate personnel, and for conducting performance reviews of staff.
- Assists with identifying and pursuing grant opportunities and fundraising initiatives.
- Coordinates the field training program for new police officers.
- Prepares and submits accurate reports, ensures staff completes proper documentation and follow-up, and consults with command staff as needed.
- Monitors and reviews new laws and legislative changes; keeps department personnel apprised of the same.
- Attends meetings, trainings and court proceedings.
- Presents to citizens, businesses, civic organizations and interest groups to support and promote community priorities.
- Conducts security checks and crime prevention measures.
- Partners with the Chief to identify departmental equipment is in good working order and in compliance with safety regulations.
- Designates the proper recording and storage of incoming, returned and destroyed evidence.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs the duties of a police officer.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent and a minimum of 2 years of law enforcement experience, including at least one year as a Police Officer with the Anamosa Police Department and/or equivalent combination of education and experience.
- Currently certified as a Law Enforcement Officer.
- Obtain and maintain an Iowa Professional permit to carry weapons.
- Meet minimum standards for Iowa Law Enforcement Officers as prescribed by the Code of Iowa and Iowa Law Enforcement Academy.
- Maintain CPR/First Aid Certification.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree in criminal justice or related field from an accredited educational institute.

Knowledge, Skills, and Abilities

- Knowledge: Law enforcement principles, practices and methods.
- Knowledge: Local, state and federal laws, codes or ordinances related to municipal law enforcement.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Use of firearms, defense tactics and related law enforcement equipment.
- Ability: Gather, assemble, analyze and evaluate facts and evidence and draw sound conclusions.
- Ability: Analyze complex police problems, delegate responsibilities and authority.
- Ability: Communicate effectively, both orally and in writing, with residents, community partners and the City employees.
- Ability: Respond quickly and calmly emergencies, de-escalate conflict and provide crisis intervention.
- Ability: Perform duties with minimal direct supervision.
- Ability: Define problems, collect data, establish facts, and draw conclusions.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Handle confidential information with discretion.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Maintain high ethical standards and professional conduct.

Supervision

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports to include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; scheduling; addressing internal and external complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds, and will occasionally lift and/or move 50 to 100 pounds with or without assistance. Sufficient physical strength and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Employee may be exposed to dangerous situations. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration, confined space, and traffic hazards. The employee is occasionally exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, animals, diseases and bloodborne pathogens. Involves some exposure to stress due to the work environment and/or crisis situations. Ability to work shift work and extended hours.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Nicole Minnihan

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: Police Officer

Department: Police

Supervisor: Chief of Police

FLSA: Non-exempt

Approved by Council:

Job Summary

Performs law enforcement and crime prevention services to ensure the safety and protection of life and property within the community. Resolves problems, establishes order and preserves peace by enforcing laws and ordinances, patrolling assigned areas, completing investigative work and performing other duties according to department, state and federal rules and regulations.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforces all applicable laws, ordinances, and regulations; apprehends offenders, issues citations, and testifies in court.
- Patrols the community to deter crime, identifies violations, responds to suspicious activity, and provides public assistance.
- Investigates crimes, accidents, complaints, and other assigned cases; collects evidence, interviews involved parties and determines appropriate charges.
- Handles motor vehicle accidents in compliance with Iowa law and direct traffic to reduce hazards; provides escorts for public events.
- Conducts security checks and crime prevention services.
- Safely receives, searches, transports, books, fingerprints, and cares for prisoners.
- Completes accurate and timely reports, including incident, arrest, and accident documentation, and performs required case follow-up.
- Maintains, inspects, and properly stores department equipment, weapons, and evidence in accordance with regulations.
- Responds to routine and emergency situations.
- Communicates operational issues, recommendations, and personnel matters through the proper chain of command.
- Assists with training and field supervision of new officers and provides backup support to department personnel.
- Assists with animal control duties, including handling stray or injured animals.
- Stays informed of departmental operations and complies with all department policies, procedures, and training requirements.
- Maintains professional public relations, responds to citizen inquiries, mediates civil matters, and forwards complaints through the appropriate channels.

- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent.
- Shall meet minimum standards for Iowa Law Enforcement Officers as prescribed by the Code of Iowa and Iowa Law Enforcement Academy.
- Current Iowa NCIC Certification or shall obtain within 6 months of employment.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree in criminal justice or related field from an accredited educational institute.
- Currently certified as a Law Enforcement Officer.

Knowledge, Skills, and Abilities

- Knowledge: Law enforcement principles, practices and methods.
- Knowledge: Local, state and federal laws, codes or ordinances related to municipal law enforcement.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Use of firearms, defense tactics and related law enforcement equipment.
- Ability: Gather, assemble, analyze and evaluate facts and evidence and draw sound conclusions.
- Ability: Analyze complex police problems, delegate responsibilities and authority.
- Ability: Communicate effectively, both orally and in writing, with residents, community partners and the City employees.
- Ability: Respond quickly and calmly to emergencies, de-escalate conflict and provide crisis intervention.
- Ability: Perform duties with minimal direct supervision.
- Ability: Define problems, collect data, establish facts, and draw conclusions.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Handle confidential information with discretion.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Maintain high ethical standards and professional conduct.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds, and will occasionally lift and/or move 50 to 100 pounds with or without assistance. Sufficient physical strength and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Employee may be exposed to dangerous situations. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration, confined space, and traffic hazards. The employee is occasionally exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, animals, diseases and bloodborne pathogens. Involves some exposure to stress due to the work environment and/or crisis situations. Ability to work shift work and extended hours.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Nicole Minnihan

Updated: 2/19/2025

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: School Resource Officer

Department: Police

Supervisor: Chief of Police

FLSA: Non-exempt

Approved by Council:

Job Summary

A patrol officer will assume the duties of a School Resource Officer (SRO) who provides law enforcement services to the Anamosa Community School District while school is in session. The SRO ensures the safety of students, staff, and property; enforces laws and ordinances; and performs patrol and investigative duties as needed. The SRO also serves an educational and mentorship role, offering training, guidance, and support to students and staff, with an emphasis on problem-solving, diversion, and restorative justice practices.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensures the safety of students, faculty, staff and visitors on school premises.
- Works primarily during school hours, with flexibility to support evening events, off-site activities, or modified schedules as needed.
- Functions effectively within a school environment and pursues ongoing professional development related to youth and school safety.
- Fosters respectful, cooperative relationships with school administrators, staff, students, families, and community partners.
- Serves as a liaison between the school district, law enforcement, and relevant community and social service agencies.
- Attends meetings, trainings, court proceedings, and school-related events as requested.
- Assists school administration and law enforcement with investigations involving students, staff, or incidents connected to school property.
- Maintains accurate records and reports and protects confidential information in compliance with applicable laws and policies.
- Acts as a positive role model and maintain visibility to deter misconduct while minimizing disruption to the learning environment.
- Supports school safety and security through patrols, monitoring, assessments, and recommendations for improvement.
- Responds to and reports potential safety threats or emergencies in coordination with school administration and law enforcement.
- Assists with traffic, parking, arrival and dismissal safety, and emergency planning, drills, and response efforts.
- Provides age-appropriate education, prevention programming, and informal guidance to students as approved by school administration.

Updated: 2/19/2026

- Offers limited counseling, crisis intervention, de-escalation, and referrals to appropriate community resources when needed.
- Enforces laws and ordinances and conduct investigations, searches, arrests, and evidence handling in accordance with law and department policy.
- Follows all school board policies, police department policies, and state and federal laws.
- Performs temporary reassignment or standard police duties during school breaks, holidays or emergency situations as needed.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 3 years of experience as a Police Officer or related field and/or equivalent combination of education and experience.
- Currently Certified as a Law Enforcement Officer.
- Current School Resource Officer Certification/Training (40 hours) or shall obtain within 6 months of employment.
- Current Iowa NCIC Certification or shall obtain within 6 months of employment.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree in criminal justice or related field.

Knowledge, Skills, and Abilities

- Knowledge: Law enforcement principles, practices and methods.
- Knowledge: Local, state and federal laws, codes or ordinances related to municipal law enforcement.
- Knowledge: School safety practices, emergency response, and youth-related issues.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook)
- Skill: Use of firearms, defense tactics and related law enforcement equipment.
- Ability: Gather, assemble, analyze and evaluate facts and evidence and draw sound conclusions.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Build and maintain positive working relationships with students, staff, families and community partners.
- Ability: Communicate clearly and serve as a liaison between the school district, law enforcement, and community agencies.
- Ability: Respond quickly and calmly to emergencies, de-escalate conflict and provide crisis intervention.
- Ability: Perform duties with minimal direct supervision.

- Ability: Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability: Maintain professional appearance, conduct, and ethical standards.
- Ability: Handle confidential information with discretion.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds, and will occasionally lift and/or move 50 to 100 pounds with or without assistance. Sufficient physical strength and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Employee may be exposed to dangerous situations. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration, confined space, and traffic hazards. The employee is occasionally exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, animals, diseases and bloodborne pathogens. Involves some exposure to stress due to the work environment and/or crisis situations. Ability to work shift work and extended hours.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Nicole Minnihan

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Administrative Assistant

Department: Police Department

Supervisor: Chief of Police

FLSA: Non-Exempt

Approved by Council:

Job Summary

Provides administrative and clerical support for the operations of the Anamosa Police Department. Serves as the first point of contact for visitors and callers. Manages correspondence and records, completes bookkeeping and reporting tasks. Ensures confidentiality and strives for efficient office management.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers and routes phone calls and emails, takes messages and assists walk-in visitors to the police department.
- Receives and directs mail to appropriate personnel.
- Coordinates department activities with the Chief of Police.
- Prepares and files reports.
- Maintains office files and records in compliance with record retention requirements.
- Maintains department calendar for scheduling.
- Submits required documents and reports to federal, state, county, local and other external agencies.
- Documents and maintains files on traffic citations, parking tickets and case files.
- Works directly with insurance companies on various matters.
- Attends training and meetings.
- Performs bookkeeping duties for the Emergency Services Department.
- Maintains and submits reports to secure grant funding.
- Orders supplies.
- Operates department software systems to support police, fire and emergency operations.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 2 years of related employment experience.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute.

Knowledge, Skills, and Abilities

- Knowledge: Office management, clerical procedures and record-keeping practices.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook) and ability to learn Tyler software.
- Skill: Handle inquiries and complaints in person and over the phone.
- Ability: Effectively present information and respond to questions from managers, clients, customers and the general public.
- Ability: Maintain accurate and detailed records.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Handle confidential information with discretion.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Nicole Minnihan

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Street Superintendent

Department: Streets

Supervisor: City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Manages the operational, financial, and personnel activities of the Streets Department, cemetery and stormwater system while actively performing field and operational duties alongside staff. Responsible for the maintenance and repair of the city's street system, alleys, traffic signs and signals, pavement markings, and related public infrastructure. Provides on-site supervision while actively participating in heavy equipment operations for street maintenance and snow and ice removal.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs, manages and performs hands-on work in the operations of the Streets Department, cemetery and stormwater system.
- Directs and coordinates the work in maintaining and repairing City-owned grounds, parks, rights-of-way, and related facilities.
- Performs building and facilities maintenance, including repairs, preventative upkeep, and safety compliance.
- Identifies day-to-day operational issues, inefficiencies, and departmental needs; consults with the City Administrator to develop solutions and review procedures.
- Communicates with and makes recommendations to the Mayor, City Administrator and City Council regarding departmental activities, priorities, and needs.
- Responsible for the supervision, training, promotion, reward and discipline of subordinate personnel, including conducting performance reviews.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Develops, administers, and monitors the budget for the Streets Department, including the allocation of funds for equipment, personnel and supplies.
- Oversees the development and implementation of a comprehensive maintenance program; maintains inventories and records while supervising and participating in the repair and upkeep of department equipment and vehicles.
- Evaluates, plans and recommends repairs and capital projects to the City Administrator.
- Completes work orders for driveway and sidewalk inspections, verifies building permit setbacks for compliance, and marks cemetery plots.
- Attends Council meetings, staff meetings or other meetings when matters concerning the Department are on the agenda, or as requested by the City Administrator.

- Responds to the requests, questions, and complaints from the general public regarding street maintenance, repair and customer service.
- Oversees and enforces compliance with safety standards, policies, and regulations.
- Assists in the review of plats, surveys, and plans, and provides recommendations to the City Administrator.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 7 years of related employment experience in infrastructure operations and maintenance, construction, construction inspection, design or related and/or equivalent combination of education and experience.
- Obtain and maintain CPR/First Aid Certification within 6 months of employment.
- Valid Class A Commercial Driver's License (CDL).
- Must pass criminal background check.
- Required to pass physical, drug and alcohol testing and remain subject to random testing.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institution; or ten years of related experience and/or equivalent combination of education and experience.
- Minimum of 2 year of supervisory experience.

Knowledge, Skills, and Abilities

- Knowledge: Street construction, maintenance and repair as well as traffic engineering operations.
- Knowledge: Automotive and heavy equipment systems, including their operation, servicing, repair, and applicable design and safety standards.
- Knowledge: Budgeting, staffing and personnel management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.
- Ability: Quickly learn and apply new skills and technologies into daily work.
- Ability: Communicate effectively, both orally and in writing, with residents, the City Council and the City employees.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Reliably and predictably carry out duties.

- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Respond to emergency situations and perform duties during weekends, holidays, and outside regular work hours.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to stand; walk; use fine motor hand movements. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee must occasionally lift/and or move up to 25 pounds and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and traffic hazards. The employee is frequently exposed to outside weather condition, dampness, direct sunlight, dust, pollen and insect stings. The noise level in the work environment is usually moderate to loud. Involves more than moderate exposure to dangerous situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

Updated:

City of Anamosa – Job Description

Position Title: Assistant Streets Superintendent

Department: Streets

Supervisor: Streets Superintendent

FLSA: Non-Exempt

Approved by Council:

Job Summary

Supports the operations of the streets department and assists all departments as needed. Performs various duties including, but not limited to, shoveling, truck driving, snow plowing, mowing, concrete maintenance and repairs. Responsible for vehicle maintenance and equipment repairs. Assumes director responsibilities in their absence.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as acting Streets Superintendent in their absence; oversees operations, staff, policies and community relations.
- Assist with coding bills and payments.
- Assist with ordering parts.
- Performs water and sewer line repairs, sewer jetting and water testing.
- Maintains and repairs City-owned grounds, parks, rights-of-way, and related facilities.
- Performs building, facilities and equipment maintenance, including repairs, preventative upkeep, and safety compliance.
- Operates graders, end loaders, tractors, mowers and trucks in street maintenance activities.
- Hauls materials to and from sites.
- Chips trees and brush and mowing of assigned areas.
- Operates snowplows and spreading equipment to remove snow and apply sand and salt to streets and icy surfaces to ensure safe conditions.
- Assists with street sweeping, moving debris from roadways and alleys.
- Assists with signage and pavement markings.
- Assists with work orders for driveway and sidewalk inspections, verifies building permit setbacks for compliance, and marks cemetery plots.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and 2 year of experience in the operation, maintenance and repair of large equipment and/or equivalent combination of education and experience.

- Obtain and maintain CPR/First Aid Certification within 1 year of employment.
- Valid Class B Commercial Driver's License (CDL).
- Must pass criminal background check.
- Required to pass physical, drug and alcohol testing and remain subject to random testing.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and 5 years of experience in the operation, maintenance and repair of large equipment and/or equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Knowledge: Automotive and heavy equipment systems, including their operation, servicing, repair, and applicable design and safety standards.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.
- Ability: Quickly learn and apply new skills and technologies into daily work.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Respond to emergency situations and perform duties during weekends, holidays, and outside regular work hours.

Supervision

Involves leadership role such as regularly guiding, training and providing direction to permanent staff in completing daily tasks and assignments. May perform additional supervisory duties at the direction of the Department head to include disciplinary action, assisting with hiring or firing and writing or delivering performance reviews.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to stand; walk; use fine motor hand movements. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee must occasionally lift/and or move up to 25 pounds and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and traffic hazards. The employee is frequently exposed to outside weather condition, dampness, direct sunlight, dust, pollen and insect stings. The noise level in the work environment is usually moderate to loud. Involves more than moderate exposure to dangerous situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Street Laborer

Department: Streets

Supervisor: Streets Superintendent

FLSA: Non-Exempt

Approved by Council:

Job Summary

Supports the operations of the streets department and assists all departments as needed. Performs various duties including, but not limited to, shoveling, truck driving, snow plowing, mowing, concrete maintenance and repairs. Responsible for vehicle maintenance and equipment repairs.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs water and sewer line repairs, sewer jetting and water testing.
- Maintains and repairs City-owned grounds, parks, rights-of-way, and related facilities.
- Performs building, facilities and equipment maintenance, including repairs, preventative upkeep, and safety compliance.
- Operates graders, end loaders, tractors, mowers and trucks in street maintenance activities.
- Hauls materials to and from sites.
- Chips trees and brush and mowing of assigned areas.
- Operates snowplows and spreading equipment to remove snow and apply sand and salt to streets and icy surfaces to ensure safe conditions.
- Assists with street sweeping, moving debris from roadways and alleys.
- Assists with signage and pavement markings.
- Assists with work orders for driveway and sidewalk inspections, verifies building permit setbacks for compliance, and marks cemetery plots.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and 1 year of experience in the operation, maintenance and repair of large equipment and/or equivalent combination of education and experience.
- Obtain and maintain CPR/First Aid Certification within 2 years of employment.
- Valid Class B Commercial Driver's License (CDL).
- Must pass criminal background check.

- Required to pass physical, drug and alcohol testing and remain subject to random testing.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and/or equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Knowledge: Automotive and heavy equipment systems, including their operation, servicing, repair, and applicable design and safety standards.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.
- Ability: Quickly learn and apply new skills and technologies into daily work.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Respond to emergency situations and perform duties during weekends, holidays, and outside regular work hours.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to stand; walk; use fine motor hand movements. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee must occasionally lift/and or move up to 25 pounds and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and traffic hazards. The employee is frequently exposed to outside weather condition, dampness, direct sunlight, dust, pollen and insect stings. The noise level in the work environment is usually moderate to loud. Involves more than moderate exposure to dangerous situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Shane Brown

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Public Utilities Superintendent

Department: Public Utilities

Supervisor: City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Manages the operational, financial, and personnel activities of the Public Utilities Department including the wastewater and water divisions while actively performing field and operational duties along staff. Responsible for the water treatment plant, wells and water distribution system along with the Grade III wastewater treatment plant, sewer collection lines and sewage pumping stations. Assures compliance with all local, state, and federal environmental and safety regulations.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs, manages and performs hands-on work in the operations of the wastewater and water divisions.
- Responsible for the water system and line repairs, daily testing, analysis and recordkeeping and work order management.
- Maintains compliance with EPA and IDNR NPDES permits and discharge limitations; coordinates and communicates with EPA, IDNR, OSHA, IOSHA, and Department of Public Health officials.
- Identifies day-to-day operational issues, inefficiencies, and departmental needs; consults with the City Administrator to develop solutions and review procedures.
- Performs equipment, building and facilities maintenance, including repairs, preventative upkeep, and safety compliance.
- Maintains emergency response programs for wastewater facilities and pumping stations; responsible for emergency generator operation and maintenance.
- Communicates with and makes recommendations to the Mayor, City Administrator and City Council regarding departmental activities, priorities, and needs.
- Responsible for the supervision, training, promotion, reward and discipline of subordinate personnel, including conducting performance reviews.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Develops, administers, and monitors the budget for the Public Utilities Department, including the allocation of funds for equipment, personnel and supplies.
- Evaluates, plans and recommends repairs and capital projects to the City Administrator.
- Oversees the procurement of supplies, chemicals, machinery, parts, and equipment and maintain accurate inventory records.

Updated:

- Attends Council meetings, staff meetings or other meetings when matters concerning the Department are on the agenda, or as requested by the City Administrator.
- Responds to the requests, questions, and complaints from the general public.
- Oversees and enforces compliance with safety standards, policies, and regulations.
- Assists in the review of plats, surveys, and plans, and provides recommendations to the City Administrator.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency and a minimum of 7 years of related employment experience in wastewater treatment operations and water operations and/or equivalent combination of education and experience.
- Obtain and maintain CPR/First Aid Certification within 6 months of employment.
- State of Iowa DNR Grade III Wastewater Treatment Plant Operator certificate.
- State of Iowa Grade II Water Treatment Plant Operator license.
- Valid Class A Commercial Driver's License (CDL).
- Must pass criminal background check.
- Required to pass physical, drug and alcohol testing and remain subject to random testing.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institution; or ten years of related experience and/or equivalent combination of education and experience.
- Minimum of 2 years of supervisory experience.

Knowledge, Skills, and Abilities

- Knowledge: Principles, practices and methods used in wastewater treatment and collection system.
- Knowledge: Current public health guidelines, government regulations and professional standards for the wastewater and water plant management.
- Knowledge: Operation and maintenance of mechanical and electrical equipment used throughout the plant and collection system.
- Knowledge: Occupational hazards connected with plant operations and the necessary safety precautions.
- Knowledge: Biological factors and modern laboratory techniques and procedures related to sewage treatment.
- Knowledge: Budgeting, staffing and personnel management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.
- Ability: Quickly learn and apply new skills and technologies into daily work.

- Ability: Communicate effectively, both orally and in writing, with residents, the City Council and the City employees.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Reliably and predictably carry out duties.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Respond to emergency situations and perform duties during weekends, holidays, and outside regular work hours.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee must occasionally lift/and or move up to 25 pounds and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic

chemicals, risk of electrical shock, vibration, and traffic hazards. The employee is frequently exposed to outside weather condition, dampness, direct sunlight, dust, pollen and insect stings. The noise level in the work environment is usually moderate to loud. Involves more than moderate exposure to dangerous situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a thirty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Public Utilities Operator

Department: Public Utilities

Supervisor: Public Utilities Superintendent

FLSA: Non-Exempt

Approved by Council:

Job Summary

Supports the operations of the wastewater treatment plant, collection system, water treatment plant and water distribution system through daily maintenance and testing. Performs various duties including, but not limited to, significant laboratory testing, lift station operation, vehicle maintenance and equipment repair. Assists the streets department with snow removal, street repairs, servicing of storm sewer system as needed.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs daily maintenance and plant rounds of wastewater and water facilities.
- Completes laboratory testing and recordkeeping as required by EPA and DNR.
- Posts required notices on doors monthly.
- Repairs within water and wastewater systems; including but not limited to sewer lines, water lines, fire hydrants, valves.
- Completes work orders, outdoor and within local business or residential dwellings.
- Locating underground water and wastewater utilities per 811 regulations.
- Inspect water lines, wastewater lines and private connections to public mains.
- Consults with management regarding project priorities and potential issues.
- Performs basic construction work on municipal facilities including carpentry, wiring, welding, plumbing and painting.
- Performs equipment repairs, preventative upkeep, and safety compliance.
- Assists in the investigation of and response to requests, questions, and complaints from the general public.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Completes tasks efficiently, is a self starter; working with or without direct supervision.
- Adheres to safety standards, policies, and regulations.
- Provide assistance to other City departments.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalency.
- Shall obtain State of Iowa DNR Grade 1 Wastewater Treatment License within 1 year of employment.

- Shall obtain State of Iowa DNR Grade 1 Water Distribution License within 1 year of employment.
- Shall obtain State of Iowa DNR Grade 1 Water Treatment License within 1 year of employment.
- Obtain and maintain CPR/First Aid Certification within 1 year of employment.
- Valid Class B Commercial Driver's License (CDL) with Tanker Endorsement.
- Must pass criminal background check.
- Required to pass physical, drug and alcohol testing and remain subject to random testing.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and one year of related experience and/or equivalent combination of education and experience.
- State of Iowa DNR Grade 1 Wastewater Treatment License.
- State of Iowa DNR Grade 1 Water Distribution License.
- State of Iowa DNR Grade 1 Water Treatment License.

Knowledge, Skills, and Abilities

- Knowledge: Wastewater and water treatment/distribution procedures.
- Knowledge: Wastewater collection and water distribution procedures.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.
- Ability: Quickly learn and apply new skills and technologies into daily work.
- Ability: Read and interpret laboratory procedures, blueprints, technical manuals, safety rules, operating and maintenance instructions.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Compute volumes, pipe sizes and diameters and length.
- Ability: Deal with problems involving several variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Reliably and predictably carry out duties.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Respond to emergency situations and perform duties during weekends, holidays, and outside regular work hours.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee must occasionally lift/and or move up to 25 pounds and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to work in all weather conditions.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to human waste, moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and traffic hazards. The employee is frequently exposed to outside weather conditions, dampness, direct sunlight, dust, pollen and insect stings. The noise level in the work environment is usually moderate to loud. Involves more than moderate exposure to dangerous situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a thirty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Steve Agnitsch

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Parks & Recreation Director

Department: Parks & Recreation

Supervisor: City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Manages the operational, financial, and personnel activities of the Parks & Recreation Department including city parks, the Anamosa Aqua Court, Lawrence Community Center, recreation programs and activities and concessions. Promotes strong community partnerships and maintains positive public relations. Collaborates with the Parks & Recreation Board.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements, and evaluates long- and short-term goals and objectives in conjunction with the Parks & Recreation Board.
- Directs and manages the day-to-day operations, service objectives and marketing of the Parks & Recreation Department including the city parks, the Anamosa Aqua Court, Lawrence Community Center, recreation programs and activities and concessions.
- Identifies day-to-day operational issues, inefficiencies, and departmental needs; consults with the City Administrator to develop solutions and review procedures.
- Oversees planning and implementation of parks and recreation facility projects by working with internal teams and external partners.
- Develops programs and activities for all ages and abilities, providing opportunities for social development, physical activity and recreation/leisure.
- Inspects facilities to determine maintenance needs. Contacts applicable in-house or contractual staff to resolve maintenance issues.
- Oversees the development and implementation of a comprehensive maintenance program; maintains inventories and records while supervising and participating in the repair and upkeep of department equipment and vehicles.
- Communicates with and makes recommendations to the Mayor, City Administrator, City Council and Parks & Recreation Board regarding departmental activities, priorities, and needs.
- Responsible for the supervision, training, promotion, reward and discipline of subordinate personnel, including conducting performance reviews.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Develops, administers, and monitors the budget for the Parks & Recreation Department, including the allocation of funds for equipment, personnel and supplies.
- Identifies and pursues grant opportunities to support parks & recreation services.

- Evaluates, plans and recommends repairs and capital projects to the City Administrator.
- Attends Parks & Recreation Board meetings, Council meetings, staff meetings or other meetings when matters concerning the Department are on the agenda, or as requested by the City Administrator.
- Prepares and distributes the agenda/packet for Parks & Recreation Board meetings and ensures that board meetings comply with Open Meetings/Open Records requirements, as set forth by State law.
- Responds to the requests, questions, and complaints from the general public.
- Speaks to service clubs, civic groups and other organizations about department activities and develop collaborative partnerships to promote community events.
- Oversees and enforces compliance with safety standards, policies, and regulations.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Associate's degree in public administration, business administration, parks and recreation management, or related field from an accredited educational institute and 3 years of progressive management experience within parks and recreation; and/or equivalent combination.
- Obtain and maintain CPR/First Aid Certification within 6 months of employment.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Bachelor's degree in public administration, business administration, parks and recreation management, or related field from an accredited educational institute and 5 years of progressive management experience within parks and recreation; and/or equivalent combination.

Knowledge, Skills, and Abilities

- Knowledge: Principles and practices of parks and recreation administration including facility management.
- Knowledge: Budgeting, staffing and personnel management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Strategic thinking, short and long-term planning skills.
- Ability: Quickly learn and apply new skills and technologies into daily work.
- Ability: Communicate effectively, both orally and in writing, with residents, the City Council and the City employees.
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Reliably and predictably carry out duties.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during weekends and outside regular work hours.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising volunteers, subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee _____

Date _____

Updated:

City of Anamosa – Job Description

Position Title: Assistant Parks & Recreation Director

Department: Parks & Recreation

Supervisor: Director Parks & Recreation

FLSA: Non-Exempt

Approved by Council:

Job Summary

Supervises seasonal Parks and Aqua Court personnel. Manages the Aqua Court and concessions facilities. Assists with management of fitness areas and operations at the Community Center. Assumes director responsibilities in their absence.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as acting Parks & Recreation Director in their absence; oversees operations, staff, policies and community relations.
- Assists in the day-to-day administrative operations including recordkeeping, data entry and correspondence.
- Participates in the strategic planning and policy development for the department.
- Responsible for the supervision, training, promotion, reward and discipline of seasonal personnel.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Performs building and facilities maintenance of the aquatic facilities and equipment, including repairs, preventative upkeep, and safety compliance.
- Supervises the operation of concession stands including staff management and inventory control.
- Assists with the management of the community center's fitness facilities ensuring equipment is well-maintained and in safe working condition.
- Responds to the requests, questions, and complaints from the general public.
- Oversees and enforces compliance with safety standards, policies, and regulations.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent and 2 years of parks and recreation experience and/or equivalent combination of education and experience.
- Obtain and maintain CPR/First Aid Certification within 6 months of employment.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree in public administration, business administration, parks and recreation management or related field from an accredited educational institute and a minimum of 5 years of parks and recreation experience; and/or equivalent combination.

Knowledge, Skills, and Abilities

- Knowledge: Principles and practices of parks and recreation administration including facility management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during weekends and outside regular work hours.

Supervision

Involves leadership role such as regularly guiding, training and providing direction to seasonal staff in completing daily tasks and assignments. May perform additional supervisory duties at the direction of the Department head to include disciplinary action, assisting with hiring or firing and writing or delivering performance reviews.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Marshall Webber

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Recreation Coordinator

Department: Parks & Recreation

Supervisor: Parks & Recreation Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Oversees field preparation and maintenance, coordinates special events and reservations and manages youth and adult programs.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and implements plans for the preparation and maintenance of recreational fields.
- Coordinates field usages.
- Coordinates and attends special events and programs throughout the year.
- Manages event logistics including setup and teardown.
- Collaborates with community groups and stakeholders to increase event participation.
- Oversees the reservation process for park facilities, sports fields and community spaces.
- Ensures accurate recordkeeping of reservations and related transactions.
- Coordinates team rosters for various recreation programs.
- Manages program registration.
- Coordinates the distribution of program items such as t-shirts, equipment and schedules.
- Inspects parks, facilities and equipment to determine maintenance needs. Contacts applicable in-house or contractual staff to resolve maintenance issues.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent and 2 years of parks and recreation experience and/or equivalent combination of education and experience.
- Obtain and maintain CPR/First Aid Certification within 6 months of employment.
- Valid State of Iowa driver's license with satisfactory driving record.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree in public administration, business administration, parks and recreation management or related field from an accredited educational institute and a minimum of 5 years of parks and recreation experience; and/or equivalent combination.

Knowledge, Skills, and Abilities

- Knowledge: Principles and practices of parks and recreation administration including facility management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during weekends and outside regular work hours.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Marshall Webber

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Aqua Court Manager

Department: Parks & Recreation

Supervisor: Assistant Parks & Recreation Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Oversees daily operations of the municipal outdoor swimming pool and manage pool staff. Ensures a positive and safe environment for pool patrons.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the safety of guests and pool staff.
- Assists in the promotion of programs, special events and daily activities.
- Oversees the scheduling and coordination of swimming lessons.
- Prepares and cleans the pool.
- Inspects facilities to determine maintenance needs. Contacts applicable in-house staff or confirms with management to resolve maintenance issues.
- Reports to the director any accidents and safety inspections.
- Oversees water quality by monitoring chemical levels.
- Responsible for the supervision, training, promotion, reward and discipline of subordinate personnel.
- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Orders supplies and keeps inventory of first aid, cleaning products, bathhouse items, etc.
- Administers basic first aid.
- Responds to the requests, questions, and complaints from the general public.
- Performs lifeguarding duties.
- Oversees and enforces compliance with safety standards, policies, and regulations.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned. Concession

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent and 2 years of lifeguarding experience and/or equivalent combination of education and experience.
- Must have current Lifeguard Certifications including First Aid & CPR/AED Certifications.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 1 year of supervisor experience.

Knowledge, Skills, and Abilities

- Knowledge: Swimming pool operation and maintenance.
- Knowledge: Procedures associated with water quality testing and analysis.
- Knowledge: Lifeguarding, first aid, CPR and other emergency response procedures.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Handle emergency situations calmly and efficiently
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during evenings, weekends and holidays.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising volunteers, subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to swim; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate to loud. Duties are generally performed outside swim pool environment. The employee may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than 1 hour, chemical hazards and slippery walking surfaces. Involves some exposure to stress due to crisis situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Chris Looney

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Concessions Attendant

Department: Parks & Recreation

Supervisor: Assistant Parks & Recreation

FLSA: Non-Exempt

Approved by Council:

Job Summary

Responsible for food and beverage preparation, cash handling and maintaining a clean facility.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates cash register accurately, including capturing every sale, handling cash and making correct change.
- Prepare, serve and sell food and beverage items in accordance with established procedures and food safety standards.
- Maintains cleanliness of concession areas including counters, equipment, floors and storage areas.
- Restocks concession items and supplies.
- Monitors and tracks inventory levels of concession items.
- Checks concession equipment daily and reports any issues immediately.
- Responds to the requests, questions, and complaints from the general public.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- 15 years old or older.
- Must pass criminal background check, if over the age of 18.

Preferred Education, Experience, Certification/Licensure, Other

- 1 year of customer service experience.

Knowledge, Skills, and Abilities

- Knowledge: Money handling.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Respond to common inquiries or complaints from members of the community.

- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during evenings, weekends and holidays.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate to loud. The employee may be exposed to temperatures in excess of 100 degrees for more than 1 hour.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Chris Looney

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: Custodian

Department: Parks & Recreation

Supervisor: Parks & Recreation Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Ensures the daily upkeep of the community center. Responsible for maintaining a clean, safe and welcoming environment for patrons, staff and visitors.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform routine cleaning and custodial duties, including floors, restrooms, offices, public areas, and meeting rooms.
 - Vacuum carpeted areas.
 - Sweep and mop hard surface floors.
 - Clean toilets, sinks and mirrors.
 - Refill dispensers.
 - Wipe down surfaces and changing tables.
 - Dust baseboards and windowsills.
 - Clean windows.
 - Clean stains on carpet/upholstery.
 - Empty trash receptacles and replace liners.
- Monitor building conditions and report maintenance or safety concerns.
- Notify the director when supplies are running low.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 2 years of custodial experience.

Knowledge, Skills, and Abilities

- Knowledge: Safe handling and use of cleaning chemicals, supplies and equipment.

- Skill: Follow cleaning schedules and prioritize tasks efficiently.
- Ability: Work independently.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work early morning, late evening and/or weekends.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is required use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Chris Looney

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: Lead Lifeguard

Department: Parks & Recreation

Supervisor: Assistant Parks & Recreation Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Responsible for maintaining swimmer safety by actively supervising water areas, preventing accidents, enforcing rules, responding to emergencies, performing rescues, and providing first aid or CPR when needed. Inspects safety conditions, maintains rescue equipment, completes incident reports, and follows established safety procedures and training requirements. Assumes Aqua Court Manager's responsibilities in their absence.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as acting Aqua Court Manager in their absence; oversees operations, staff, policies and community relations.
- Schedules and coordinates swimming lessons.
- Monitors the activities of individuals who are swimming or participating in aquatic activities.
- Ensures the safety of individuals by preventing accidents and responding quickly to emergencies.
- Provides first-aid treatment for injuries and perform rescues when necessary.
- Maintains order and enforces safety rules.
- Cleans and maintains the pool, equipment, and surrounding areas.
- Responds to the requests, questions, and complaints from the general public.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- 15 years old or older and 1 year of lifeguarding experience.
- Must have current Lifeguard Certifications including First Aid & CPR/AED Certifications.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 2 years of lifeguarding experience.

Knowledge, Skills, and Abilities

- Knowledge: Lifeguarding, first aid, CPR and other emergency response procedures.

Updated: 2/6/2026

- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Ability: Handle emergency situations calmly and efficiently
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during evenings, weekends and holidays.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to swim; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate to loud. Duties are generally performed outside swim pool environment. The employee may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than 1 hour, chemical hazards and slippery walking surfaces. Involves some exposure to stress due to crisis situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Chris Looney

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Lifeguard

Department: Parks & Recreation

Supervisor: Aqua Court Manager

FLSA: Non-Exempt

Approved by Council:

Job Summary

Responsible for maintaining swimmer safety by actively supervising water areas, preventing accidents, enforcing rules, responding to emergencies, performing rescues, and providing first aid or CPR when needed. Inspects safety conditions, maintains rescue equipment, completes incident reports, and follows established safety procedures and training requirements.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors the activities of individuals who are swimming or participating in aquatic activities.
- Ensures the safety of individuals by preventing accidents and responding quickly to emergencies.
- Provides first-aid treatment for injuries and perform rescues when necessary.
- Maintains order and enforces safety rules.
- Cleans and maintains the pool, equipment, and surrounding areas.
- Responds to the requests, questions, and complaints from the general public.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- 15 years old or older.
- Must have current Lifeguard Certifications including First Aid & CPR/AED Certifications.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 1 year of lifeguarding experience.

Knowledge, Skills, and Abilities

- Knowledge: Lifeguarding, first aid, CPR and other emergency response procedures.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Operate specialized equipment and related vehicle attachment systems.

- Ability: Handle emergency situations calmly and efficiently
- Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Reliably and predictably carry out duties.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Perform duties during evenings, weekends and holidays.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to swim; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate to loud. Duties are generally performed outside swim pool environment. The employee may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than 1 hour, chemical hazards and slippery walking surfaces. Involves some exposure to stress due to crisis situations.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Chris Looney

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Part-Time LCC Personnel

Department: Parks & Recreation

Supervisor: Parks & Recreation Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Performs general, clerical and office management functions for the Parks & Recreation Department. Assists with the administration, scheduling and daily operation of the Community Center.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets and properly directs all patrons.
- Follows payment protocols for the usage of the facility, memberships and registrations.
- Manages incoming calls professionally and efficiently.
- Follows opening and closing procedures.
- Responds to the requests, questions, and complaints from the general public.
- Ensures the cleanliness, safety and organization of the community center.
- Distributes incoming mail.
- Assist in coordinating events or activities held at the community center.
- Helps promote community center activities to the local community.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Must be at least 14 years old and pursuing a high school diploma or equivalent.
- Must pass criminal background check, if over the age of 18.

Preferred Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent.
- 1 year of related employment experience.

Knowledge, Skills, and Abilities

- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook)
- Skill: Handle inquiries and complaints in person and over the phone.

- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work evenings and weekends.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Marshall Webber

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: Library Director

Department: Library

Supervisor: Library Board of Trustees and oversight by City Council/City Administrator

FLSA: Exempt

Approved by Council:

Job Summary

Manages the operational, financial, and personnel activities of the Library Department in conformity with the policies established by the Library Board of Trustees and the City of Anamosa. Responsible for building maintenance, programming, reference services and collection development. Oversees and participates in community outreach and frontline tasks related to circulation of library materials and patron customer service.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements, and evaluates long- and short-term goals and objectives in conjunction with the Library Board of Trustees.
- Plans, implements, and evaluates library services and makes recommendations for improvement.
- Directs and coordinates library services and programs for adults (18 years of age and older), delegating responsibilities to qualified staff to support successful implementation and continuity.
- Directs, manages and participates in the day-to-day operations, service objects and marketing of library programs.
- Oversees the selection, purchase, cataloging, and weeding of all books and materials in the library.
- Inspects library facility to determine maintenance needs. Contacts applicable in-house or contractual staff to resolve maintenance issues.
- Administers library policies, maintains the policy handbook, and recommends new or revised policies as needed.
- Communicates with and makes recommendations to the Board of Trustees, the City Administrator and the City Council regarding departmental activities, priorities, and needs.
- Provides orientation of new trustees, prepares board packet and attends Board of Trustees meetings.
- Supplies the Library Board with relevant resources and information on library services, trends, and operations, and advises on the implications of Board decisions.
- Responsible for the supervision, training, promotion, reward and discipline of subordinate personnel, including conducting performance reviews.

- Prepares work schedules, authorizes leave and determines the need for extra hours to maintain adequate staffing.
- Develops, administers, and monitors the budget for the Library Department, including the allocation of funds for equipment, personnel and supplies.
- Prepares monthly and annual financial and statistical reports to the city, the county supervisors, State Library of Iowa, the Library Board, and others as required.
- Oversees the acceptance of monetary and material gifts and ensures donors receive appropriate acknowledgment.
- Identifies and pursues grant opportunities and fundraising initiatives.
- Attends Board of Trustee meetings, staff meetings or other meetings when matters concerning the Department are on the agenda, or as requested by the City Administrator.
- Develop and foster partnerships and positive relationships with area agencies, businesses, and organizations, and work with appropriate committees within the City of Anamosa and community.
- Collaborates with and supports the Friends of the Library.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.
- Participates in area, state, and national library associations and activities.
- Responds to the requests, questions, and complaints from the general public.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Master's degree in library science from an accredited educational institution and 2 years of experience as a librarian and/or equivalent combination of education and experience.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 5 years of experience as a library director in a size E or larger library.

Knowledge, Skills, and Abilities

- Knowledge: Standard library principles and practices, intellectual freedom, privacy laws, and copyright regulations.
- Knowledge: Digital library systems, information technology and emerging trends in libraries.
- Knowledge: Budgeting, staffing and personnel management.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook).
- Skill: Strategic thinking, short and long-term planning skills

- Ability: Communicate effectively, both orally and in writing, with residents, the Library Board, the City Council and the City employees.
- Ability: Deal with problems involving several concrete variables in standardized situations.
- Ability: Define problems, collect data, establish facts and draw valid conclusions.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Reliably and predictably carry out duties.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Work flexible schedule, including evenings and weekends.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising volunteers, subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually low to moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by:

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Youth Services Librarian

Department: Library

Supervisor: Library Director

FLSA: Non-exempt

Approved by Council:

Job Summary

Plans, implements and maintains library programs and services for children and teens (infants to 12th grade). Works with the community and organizations to market library services. Performs frontline tasks related to circulation of library materials and patron customer service. Assumes director responsibilities in their absence.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs and manages the library programs and services for children and teens.
- Participates in the day-to-day operations, service objects and marketing of library programs.
- Promote and market children's and teen programs and services through displays, promotional materials and media outreach.
- Helps children, teens, parents, and teachers use the library, including finding materials, using technology, and participating in book discussions.
- Selects print, audio-visual and electronic materials for youth areas.
- Consults with teachers, home schooling parents and daycare providers to coordinate programs and materials.
- Provides personalized book recommendations and reading guidance for children and teens through interviews, curated lists, and proactive advisory services.
- Plans and delivers a variety of children's and teen programs year-round, including the Summer Reading Program, Storytimes, and outreach for preschool, school-age children and teens.
- Staffs the combined circulation and reference desk, handling material checkouts and returns, collecting fees and processing new library card applications.
- Serves as acting Library Director in their absence; oversees operations, staff, policies and community relations.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Bachelor's degree in a related field from an accredited educational institute and 5 years of related experience and/or equivalent combination of education and experience.

Updated: 3/2/2026

- Shall obtain Public Library Youth Services Certification from the State Library of Iowa within 2 years of employment and maintain throughout employment.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Master's degree from an accredited educational institute in library services, specializing in youth services.
- 2 years of experience as a youth services librarian.

Knowledge, Skills, and Abilities

- Knowledge: Standard library principles and practices, particularly for children and teens.
- Knowledge: Digital library systems, information technology and emerging trends in libraries.
- Knowledge: Marketing and outreach strategies for youth library programs and services.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook)
- Ability: Sort and file alphabetically and numerically.
- Ability: Understand and interpret library policies, procedures, and rules.
- Ability: Communicate and collaborate with community partners.
- Ability: Respond to common inquiries or complaints from members of the community.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work evenings and weekends.

Supervision

- No supervision of direct reports.

Physical Demands

The working environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually low to moderate. Duties are generally performed in an office setting with a controlled environment.

City of Anamosa is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Erin Rush

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date
_____	_____

City of Anamosa – Job Description

Position Title: Marketing & Outreach Librarian

Department: Library

Supervisor: Library Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Responsible for promoting library services, programs and resources and building relationships with the community through effective marketing and outreach efforts. Performs frontline tasks related to circulation of library materials and patron customer service.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages social media and digital marketing by overseeing the library's online presence and engaging with the community through various digital platforms.
- Creates and distributes promotional materials; including flyers, newsletters and digital content.
- Customizes marketing for various audiences, abilities and populations served by the library.
- Collaborates with the Adult and Youth Services Librarians in planning and conducting programs.
- Manages library outreach initiatives and represents the library at community events.
- Assists staff at the combined circulation and reference desk, handling material checkouts and returns, collecting fees and processing new library card applications.
- Develops and tracks measurable objectives to the success of marketing strategies and communications.
- Locates requested materials and coordinates loans and returns with other institutions.
- Provides reference and research assistance to genealogy patrons including online databases.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent and 2 years related experience in marketing, public relations or communications and/or equivalent combination of education and experience.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institute and 5 years of experience in marketing, public relations or communications and/or equivalent combination of education and experience.
- 1 year of experience working in a library environment.

Knowledge, Skills, and Abilities

- Knowledge: Marketing, outreach and public relations principles.
- Knowledge: Library services, programs and resources.
- Skill: Social media, digital tools, basic design software (Canva) and website development.
- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook)
- Ability: Communicate effectively, both orally and in writing.
- Ability: Understand and interpret library policies, procedures, and rules.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.

Supervision

- No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

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Residency Requirement

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Reviewed/Approved by: Erin Rush

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Cataloging Librarian

Department: Library

Supervisor: Library Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Responsible for operations related to the circulation of library materials and external customer service including, but not limited to, original and copy cataloging, collection and record keeping of patron information. Performs frontline tasks related to circulation of library materials and patron customer service.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes and catalogs, both original and copy, of all library materials.
- Orders adult library materials.
- Staffs the combined circulation and reference desk, handling material checkouts and returns, collecting fees and processing new library card applications.
- Coordinates the ordering of library materials and supplies.
- Reviews donations and utilizes memorial funds in accordance with library guidelines.
- Repairs materials, digital record correction and deletion of library materials.
- Manages inter-library loan requests including generating reports, locating materials, contacting patrons and deleting unclaimed requests.
- Responsible for operational changes to the computerized cataloging system and communicating the changes to team members.
- Coordinates library activities and programs, with other programming staff.
- Manages home delivery services.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Bachelor's degree in a related field from an accredited educational institute and 3 years of related experience and/or equivalent combination of education and experience.
- Shall obtain Public Library Staff Certification from the State Library of Iowa within 2 years of employment.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Current Public Library Staff Certification from the State Library of Iowa.
- 2 years experience in original and copy cataloging and classification of library materials in all formats in accordance with national standards.

Knowledge, Skills, and Abilities

- Knowledge: Standard library principles and practices of professional library work including methods, practices and techniques of library cataloging and classification.
- Knowledge: Digital library systems, information technology and emerging trends in libraries.
- Skill: Use office equipment, computers and applicable software applications (Cataloging Software, Microsoft Office – Word, Excel, Outlook)
- Ability: Sort and file alphabetically and numerically.
- Ability: Understand and interpret library policies, procedures, and rules.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work evenings and weekends.

Supervision

- No supervision of direct reports.

Physical Demands

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Work Environment

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Residency Requirement

Residency within the City of Anamosa municipal limits is preferred but not required. Must live within a sixty-minute driving distance of the corporate limits of Anamosa.

Reviewed/Approved by: Erin Rush

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.	
Employee	Date

City of Anamosa – Job Description

Position Title: Custodian

Department: Library

Supervisor: Library Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Ensures the daily upkeep of the library building. Responsible for maintaining a clean, safe and welcoming environment for library patrons, staff and visitors.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform routine cleaning and custodial duties, including floors, restrooms, offices, public areas, and meeting rooms.
 - Vacuum carpeted areas.
 - Sweep and mop hard surface floors.
 - Clean toilets, sinks and mirrors.
 - Refill dispensers.
 - Wipe down surfaces and changing tables.
 - Dust baseboards and windowsills.
 - Clean windows.
 - Clean stains on carpet/upholstery.
 - Empty trash receptacles and replace liners.
- Maintain hygiene and function of water fountain.
- Wax, wash and maintain library statue.
- Maintain the exterior appearance.
- Monitor building conditions and report maintenance or safety concerns.
- Maintain rock-based beds around the exterior of the building.
- Notify the director when supplies are running low.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent.
- Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- 2 years of custodial experience.

Knowledge, Skills, and Abilities

- Knowledge: Safe handling and use of cleaning chemicals, supplies and equipment.
- Skill: Follow cleaning schedules and prioritize tasks efficiently.
- Ability: Work independently.
- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work early morning, late evening and/or weekends.

Supervision

- No supervision of direct reports.

Physical Demands

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee is required use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift/and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

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Residency Requirement

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Reviewed/Approved by: Erin Rush

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date

City of Anamosa – Job Description

Position Title: Library Clerk

Department: Library

Supervisor: Library Director

FLSA: Non-Exempt

Approved by Council:

Job Summary

Performs duties essential to the daily operations of the library. Performs frontline tasks related to circulation of library materials and patron customer service.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Helps patrons with resource questions (books, technology, history, etc.).
- Places library materials in their proper locations according to classification guidelines.
- Staffs the combined circulation and reference desk, handling material checkouts and returns, collecting fees and processing new library card applications.
- Supports library programs and services.
- Creates displays and assists with maintaining the library's appearance.
- Inputs and maintains patron information in the computerized system.
- Organizes and oversees the daily operations of the book sale.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Must be 16 years old and pursuing a high school diploma or equivalent.
- Must pass criminal background check if 18 years and older.

Preferred Education, Experience, Certification/Licensure, Other

- High school diploma or equivalent.
- 1 year of related employment experience.

Knowledge, Skills, and Abilities

- Skill: Use office equipment, computers and applicable software applications (Microsoft Office – Word, Excel, Outlook)
- Skill: Handle inquiries in person and over the phone.
- Ability: Sort and file alphabetically and numerically.
- Ability: Understand and interpret library policies, procedures, and rules.

- Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability: Establish effective working relationships with the public and fellow employees.
- Ability: Reliably and predictably carry out duties.
- Ability: Work evenings and weekends.

Supervision

- No supervision of direct reports.

Physical Demands

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Reviewed/Approved by: Erin Rush

I understand the duties and requirements of this position and can perform them with or without reasonable accommodation.

Employee

Date



1050 9th ST NE
Altoona, IA 50009
Ph. 515.967.5874
jetcoinfo@jetcoelectric.com

Jetco SCADA System Support Contract Terms and Conditions

Customer: City of Anamosa, IA

Facilities Covered: Water Treatment Plant
Wastewater Treatment Plant

Term of Contract: 1-year

Year 1: 5/4/2026 thru 5/4/2027

Year 1 Upgrades/Additions:

Wastewater Treatment Plant:

SCADA Hardware Upgrades:

(1) Dell Workstation

Add extended warranty to existing Dell Hardware

Provide upgrade to Windows 11 Operating System

(1) New SonicWall VPN Hardware – Provided with 3-year subscription.

Software Upgrades:

(1) Wonderware Intouch Runtime. License #: 1712102

(1) Win911 Interactive Software. License #: 8004780

SCADA Hardware to be retained and not upgraded under this contract:

Workstation Monitors, Mouse, Keyboards

Grandstream Voice over IP Ethernet Modem for Win911 Software

Water Treatment Plant:

SCADA Hardware Upgrades:

(1) Dell Workstation

Add extended warranty to existing Dell Hardware

Provide upgrade to Windows 11 Operating System

(1) New SonicWall VPN Hardware – Provided with 3-year subscription.

Software Upgrades:

(1) Wonderware Intouch Runtime. License #: 1464933

(1) Wonderware Historian. License #: 1464930

(1) Wonderware Historian Client. License #: 1464931

(1) Win911 Interactive Software. License #: 8007657

SCADA Hardware to be retained and not upgraded under this contract:

Workstations, Monitors, Mouse, Keyboards

Grandstream Voice over IP Ethernet Modem for Win911 Software

Jetco Services:

- Configuration and Set-up of all new Hardware
- Migration of all SCADA Software and Applications to new updated computer workstations
- Set up of (2) SonicWall Upgrades and create VPN Tunnel between WWTP and WTP for VNC Access to both sites.
- Operator instructions on any changes to remote access.



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Altoona, IA 50009
Ph. 515.967.5874
jetcoinfo@jetcoelectric.com

Software Support and Upgrades:

At the start of the contract period Jetco shall purchase and maintain a software support contract with Wonderware on behalf of the City of Anamosa, IA. This support contract shall include at no additional cost any software upgrades, patches or fixes that are available during the support contract period. If software upgrades are necessary Jetco shall make 1-trip per year to the customer's facility and install available Wonderware Software upgrades. The software support contract shall cover the licenses listed above for each facility:

NOTE: Wonderware Software Upgrades that would require an upgrade to the current computer hardware or Windows Operating Systems would need to be evaluated before the installation process occurs. Upgrades to current Computer Hardware and Windows Operating Systems are NOT included during the contract period.

Database Back-up Services:

Jetco shall purchase and maintain a cloud-based back-up service contract on behalf of the City of Anamosa, IA. Jetco shall configure this service from the SCADA Computer that contains the Historian Database. The back-up shall be configured to back-up the database, Offline PLC Programs, and System Reports on a daily basis. Jetco shall monitor the status of the back-up system via remote access.

Remote Troubleshooting Services for the SCADA PC, PLC and Instrumentation systems:

During the contract period Jetco shall provide up to (6) remote troubleshooting service calls each year. Each individual call can be up to 1 hour in length. If call exceeds more than 1 hour or if more than (6) calls are performed in 1-year Jetco reserves the right to invoice the City for the time and/or dispatch a field technician to the facility at Jetco's current service rates. All remote troubleshooting services shall be documented via email to the City. Please note that only PLC's connected to the treatment plant network can be accessed remotely. PLC's located at Water Towers, Booster Stations, Lift Stations or other remote sites are not accessible from this remote connection.

Full 1-year Jetco Warranty on all Computer/Network Hardware and Software

Warranty shall cover:

- Hardware failures due to manufacturer's defects/failures for the computer workstation, monitor, keyboards, mouse and Sonic Wall VPN/Firewall.
- Software failures due to configuration or manufacturer issues
- Labor and travel expenses for Jetco Technician to make repairs due to any of these failures. Jetco reserves the right to attempt remote login troubleshooting and/or repair if possible.

Warranty **SHALL NOT** cover:

- Hardware failures due to misuse or mishandling by city personnel.
- Hardware failures due to power surges, power failures, lightning, floods, storm damage, or any other acts of nature.
- Computer Workstation UPS Units.
- Printers
- Damage resulting from computer virus infections.
- Hardware or Software problems or failures as a result of customer installing additional software or hardware on the computer workstation or on the network.



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Ph. 515.967.5874
jetcoinfo@jetcoelectric.com

Pricing and Payment Terms:

A. Support Contract Year 1 5/4/2026 thru 5/4/2027: \$ 19,993.00

Payment Terms: Net 30 from date of invoice.

Items A: Invoiced at start of contract Year 1.

Contract Acceptance and Date:

Accepted by:

Date: _____

Jetco Inc.

Name (printed): _____ Title: _____

Signature: _____

City of Anamosa, IA

Name (printed): Jeremiah Hoyt Title: CITY ADMINISTRATOR

Signature: [Signature]

Sincerely,

[Signature]

John M. Whitacre, President



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Steve Agnitsch
City of Anamosa, IA
107 S Ford Street
Anamosa, IA 52205-1841

April 23, 2026
Project No: 2202515-0000
Invoice No: 201423
Invoice Total: \$1,800.00

Project 2202515-0000 Anamosa, IA - WTP Aerator Equipment Replacement
Water Treatment Plant Aerator Replacement
Design and Bid Phase Services
Includes Amendment 1 Construction Phase Services

Send Invoice to Jeremiah Hoyt at jeremiah.hoyt@anamosa-ia.org and copy Kaylee Palmer at kaylee.palmer@anamosa-ia.org

Professional Services Through April 10, 2026

Phase 01 WTP Aerator Equipment Replacement

Fee

Total Fee	52,000.00		
Percent Complete	59.2308	Total Earned	30,800.00
		Previous Fee Billing	29,000.00
		Current Fee Billing	1,800.00
		Total Fee	1,800.00

Billing Limits

	Current	Prior	To-Date
Total Billings	1,800.00	29,000.00	30,800.00
Limit			52,000.00
Remaining			21,200.00

Total this Phase \$1,800.00

Total this Invoice \$1,800.00



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Jeremiah Hoyt
City of Anamosa, IA
107 S Ford Street
Anamosa, IA 52205-1841

April 27, 2026
Project No: 2303835.01
Invoice No: 201590
Invoice Total: \$2,695.00

Project 2303835.01 Anamosa, IA - Municipal Engineering Services

HR Green fee for services as the Municipal City Engineer shall be based on the following:

1. HR Green staff up to 24 hours per month @ \$148/hour
2. Work in excess of III.A.1 will be billed in accordance with HR Green's standard hourly rates current at the time the work is done
3. HR Green staff with standard hourly rates less than \$148/hour will be billed at their standard hourly rates and are not subject to the terms as specified in III.A.1.

Invoice Note:

Phase 1 Municipal Engineering Services: Project status report update and attendance at City Council Meeting, City Bridge Inspection review and coordination

Phase 2 Task 2 Sundstop C-Store: Revisions to Site plan review memo per City comments, meeting with City and developer, meeting with Shive-Hattery, City and developer for Traffic Impact Study requirements.

Phase 3 CIP Estimating: CiP Project Priorities discussion with City staff, project estimating, and coordination with ECICOG for funding opportunities.

Send Invoice to Jeremiah Hoyt at jeremiah.hoyt@anamosa-ia.org and copy Kaylee Palmer at kaylee.palmer@anamosa-ia.org

Professional Services Through April 17, 2026

Phase 0001 Municipal Engineering Services

Professional Personnel

			Hours	Rate	Amount	
Professional						
Stallsmith, Stanley	3/31/2026		2.00	148.00	296.00	
Junior Professional						
Clow, Melissa	3/23/2026		1.00	148.00	148.00	
Clow, Melissa	3/24/2026		.25	148.00	37.00	
Clow, Melissa	3/27/2026		.50	148.00	74.00	
Clow, Melissa	3/30/2026		.25	148.00	37.00	
Clow, Melissa	3/31/2026		.50	148.00	74.00	
Clow, Melissa	4/8/2026		.25	148.00	37.00	
Clow, Melissa	4/10/2026		.50	148.00	74.00	
Clow, Melissa	4/13/2026		2.50	148.00	370.00	
Clow, Melissa	4/14/2026		.25	148.00	37.00	
Totals			8.00		1,184.00	
Total Labor						1,184.00
Unit Charges						
Technology & Communication Charge					48.00	
Total Unit Charges					48.00	48.00

Total this Phase	\$1,232.00
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Phase	0002	Site Plan Reviews
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Task	002	Sundstop C-Store
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Professional Personnel

			Hours	Rate	Amount	
Junior Professional						
Clow, Melissa	3/23/2026		1.50	148.00	222.00	
Clow, Melissa	3/24/2026		1.00	148.00	148.00	
Clow, Melissa	3/25/2026		.25	148.00	37.00	
Clow, Melissa	3/30/2026		1.75	148.00	259.00	
Clow, Melissa	4/1/2026		.25	148.00	37.00	
Clow, Melissa	4/2/2026		.25	148.00	37.00	
Clow, Melissa	4/3/2026		.75	148.00	111.00	
Clow, Melissa	4/9/2026		.25	148.00	37.00	
Totals			6.00		888.00	
Total Labor						888.00

Unit Charges

Technology & Communication Charge					36.00	
Total Unit Charges					36.00	36.00
Total this Task						\$924.00
Total this Phase						\$924.00

Phase	0003	CIP Estimating
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Professional Personnel

			Hours	Rate	Amount	
Junior Professional						
Clow, Melissa	3/24/2026		.25	148.00	37.00	
Clow, Melissa	3/25/2026		1.50	148.00	222.00	
Clow, Melissa	3/27/2026		1.75	148.00	259.00	
Totals			3.50		518.00	
Total Labor						518.00

Unit Charges

Technology & Communication Charge					21.00	
Total Unit Charges					21.00	21.00
Total this Phase						\$539.00
Total this Invoice						\$2,695.00



Please Remit To:
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PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Jeremiah Hoyt
City of Anamosa, IA
107 S Ford Street
Anamosa, IA 52205-1841

April 27, 2026
Project No: 2403650-0000
Invoice No: 201592
Invoice Total: \$5,550.00

Project 2403650-0000 Anamosa, IA - 3rd Street Sidewalk Extension Final Design & Construction Administration

Project: 3rd Street Sidewalk Extension
Final Design & Construction Administration

Services provided this month include:
1. DOT Comments & Final Easement Coordination

Send Invoice to Jeremiah Hoyt at jeremiah.hoyt@anamosa-ia.org and copy Kaylee Palmer at kaylee.palmer@anamosa-ia.org

Professional Services Through April 17, 2026

Phase C Topographic Survey & Easement Design

Professional Personnel

	Hours	Amount	
Junior Professional	2.75	396.00	
Totals	2.75	396.00	
Total Labor			396.00

Consultants

Vobr Niemeyer, LLC			
3/27/2026 Vobr Niemeyer, LLC	Vobr Niemeyer Temp & Permanent Easement	5,100.00	
Total Consultants		5,100.00	5,100.00

Unit Charges

Technology & Communication Charge	16.50	
Total Unit Charges	16.50	16.50

Total this Phase \$5,512.50

Phase F Final Design - Check (90%) & Final Plan (100%) Preparation

Professional Personnel

	Hours	Amount	
Junior Professional	.25	36.00	
Totals	.25	36.00	
Total Labor			36.00

Unit Charges

Technology & Communication Charge	1.50	
Total Unit Charges	1.50	1.50

Total this Phase \$37.50

Project	2403650-0000	Anamosa, IA - 3rd St Final Design & CA	Invoice	201592
Billing Limits		Current	Prior	To-Date
Total Billings		5,550.00	113,621.71	119,171.71
Limit				248,145.00
Remaining				128,973.29
			Total this Invoice	<u>\$5,550.00</u>



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Jeremiah Hoyt
City of Anamosa, IA
1124 N. Williams
Anamosa, IA 52205-1841

April 28, 2026
Project No: 191791
Invoice No: 201640
Invoice Total: \$327.50

Project 191791 Anamosa, IA - GIS Services
Email invoices to: Jeremiah.Hoyt@anamosa-ia.org

Water = robert.young@anamosa-ia.org
Wastewater Department= steve.agnitsch@anamosa-ia.org
Streets Department= shane.brown@anamosa-ia.org

Professional Services Through April 24, 2026

Phase	2025	2025 GIS Services Annual Renewal
Task	02	Water Department - Supplemental Services and Support

Professional Personnel

	Hours	Amount	
Senior Technician	.50	93.00	
Totals	.50	93.00	
Total Labor			93.00

Unit Charges

Technology & Communication Charge	3.00	
Total Unit Charges	3.00	3.00

Billing Limits

	Current	Prior	To-Date
Total Billings	96.00	502.70	598.70
Limit			10,000.00
Remaining			9,401.30

Total this Task \$96.00

Task	04	Streets Department - Supplemental Services and Support
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Professional Personnel

	Hours	Amount	
Senior Technician	.75	139.50	
Totals	.75	139.50	
Total Labor			139.50

Unit Charges

Technology & Communication Charge	4.50	
Total Unit Charges	4.50	4.50

Billing Limits

	Current	Prior	To-Date
Total Billings	144.00	689.75	833.75
Limit			6,000.00
Remaining			5,166.25

Project	191791	Anamosa, IA - GIS Services	Invoice	201640
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Total this Task \$144.00

Task 05 Planning & Zoning - Supplemental Services and Support

Professional Personnel

	Hours	Amount	
Senior Technician	.50	83.00	
Totals	.50	83.00	
Total Labor			83.00

Unit Charges

Technology & Communication Charge	4.50	
Total Unit Charges	4.50	4.50

Billing Limits

	Current	Prior	To-Date
Total Billings	87.50	1,878.75	1,966.25
Limit			2,000.00
Remaining			33.75

Total this Task \$87.50

Total this Phase \$327.50

Total this Invoice \$327.50