

Jake Anderson

ICMA Credentialed Manager

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EXPERIENCE

CITY OF GRIMES, IA

City Administrator, City Council Appointment, May 2018 - Present

Advise Mayor and Council on matters of strategy. Provide leadership and management to the City's executive team.

Represent the City in negotiations and maintain relationships with regional partners, developers, labor units, and other key stakeholders.

Key Accomplishments:

- Implemented strategic planning.
- Facilitated a decision on wastewater treatment alternatives.
- Initiated a restructuring of key organizational functions.

CITY OF VAN METER, IA

City Administrator, City Council Appointment, November 2010 - May 2018

Advised Mayor and Council for both tactical and strategic purposes. Collected and analyzed data and input to develop recommendations. Managed day-to-day operations of city business consistent with the principals, values, goals, and priorities established by the Mayor and Council.

Key Accomplishments:

- Enhanced organizational development and managed day-to-day operations.
 - Developed and implemented an organizational chart, employee classification and compensation matrix, schedule of benefits, position descriptions, and employee performance evaluations.
 - Merged police, fire, and EMS into a Department of Public Safety to clarify reporting structures, improve response times, enhance training opportunities, and elevate overall service standards.
 - Implemented policies and procedures related to purchasing, social media, and public information.
 - Lead regular staff meetings and professional development efforts to ensure healthy communication, empower staff, collaborate as a team, and develop and foster a stable and professional organizational culture.
- Balanced growth and community character.
 - Partnered with property owners, citizens, and other stakeholders to establish strategic goals consistent with smart growth principles.
 - Developed policies and programs to expand new residential construction.
 - Completed voluntary annexation of more than 500 acres.
 - Spearheaded certified site process, creating a business park for data center projects with State designation.
 - Promoted Van Meter to data center projects including: Facebook, Travelers Insurance, Microsoft, and Apple.
- Engaged Public-Private Partnerships.
 - Led a multi-party public-private partnership that led to the preservation of Bob Feller's (A 1962 National Baseball Hall of Fame Inductee and Van Meter Native) legacy and the acquisition of a new facility for City Hall.
 - Established a private non-profit organization to represent the business community and facilitate private property improvements and helpful public policy.
- Pursued intergovernmental collaboration.
 - Chaired a committee examining drinking water treatment alternatives for both Van Meter and De Soto.
 - Negotiated annexation moratorium agreements with the Cities of West Des Moines and Waukee.
 - Represent Van Meter on the MPO Policy Committee, Raccoon River Watershed Management Coalition board and at meetings of the Southwest Economic Development Cooperative.

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SERVICE AND APPOINTMENTS

IOWA FOUNDATION FOR MICROENTERPRISE AND COMMUNITY VITALITY, Boone, IA

Board Secretary, Board Elected, November 2014 - Present

"Iowa Microloan" makes small loans to startups that cannot attain traditional financing and provides technical assistance to assist those businesses with financial record keeping

IOWA ASSOCIATION OF CITY AND COUNTY MANAGERS, Des Moines, IA

Professional Development Committee, Volunteer, July 2013 - Present

Suggests timely topics, trends, and issues for exploration during the Iowa Municipal Management Institute's annual conference and the association's annual summer conference by identifying speakers and programming for professional development.

ENHANCE IOWA BOARD, Iowa Economic Development Authority, State of Iowa,

Member, Gubernatorial Appointment, May 2016 - April 2018

The Enhance Iowa Board (previously Vision Iowa) oversees, and makes awards under, the Community Attraction and Tourism (CAT) grant program.

GREATER DALLAS COUNTY DEVELOPMENT ALLIANCE, West Des Moines, IA

Board of Directors, Board Appointment, November 2014 - April 2018

The Greater Dallas County Development Alliance promotes regional economic development in Dallas County and the surrounding area.

VAN METER SENIOR CITIZENS HOUSING TRUST, Van Meter, IA

Board President, Board Elected, November 2013 - April 2018

The Van Meter Senior Citizens Housing Trust Board is the governing body that owns and manages the USDA income restricted apartments in Van Meter.

EDUCATION

Master of Public Administration with emphasis in Public Policy | Drake University, Des Moines, IA

Pi Alpha Alpha Honor Society for Public Affairs and Administration

Bachelor of Arts Degree in Public Administration and Political Science | Buena Vista University, Storm Lake, IA

CREDENTIALS

Credentialed Manager | International City/County Management Association, since 2017

Requires peer reviewed adherence to high standards of ethical integrity and demonstrated commitment to lifelong learning and professional development.

Certified Public Manager | Iowa Department of Administrative Services, Des Moines, IA

George C. Askew Award Recipient