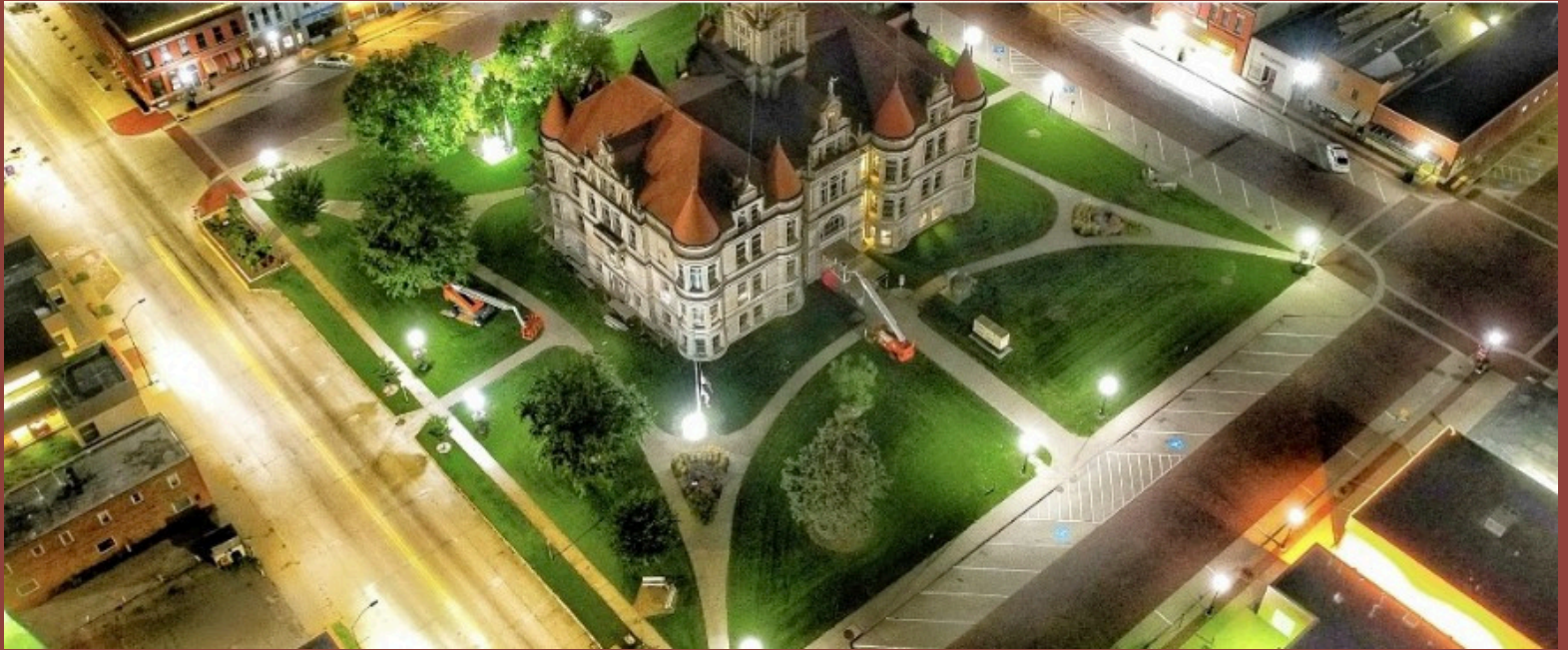




City Administrator



Adel, Iowa

Apply by October 13, 2025
4:30 PM Central Time

The City of Adel, Iowa (6,672) seeks a visionary leader with outstanding communication, planning, and economic development capabilities for its next City Administrator. Adel is a growing community located on the western edge of the Des Moines, Iowa metropolitan area. Adel's brick streets, excellent schools, and consistent growth offer an outstanding professional opportunity in an organization with tenured and talented staff and stable community leadership. The City Administrator will be highly collaborative and visible throughout the community.

Please contact Theia Management Consulting
at 515.322.6597 with any questions.

Recruitment Timeline

Application materials due
by: October 13, 2025, 4:30
p.m. CT

Zoom Interviews for
Candidates: October 16

Finalist interviews:
November 7 - November 8,
including community tours
and public meet and greet

Employment Start:
30-45 days post employment
agreement approval



City of Adel, Iowa

City Administrator

Population 6,672



Our Community

Adel is located in Dallas County, Iowa, approximately 13 miles west of the intersection of Interstates 80 and 35. The growing community is the county seat and oldest town within Dallas County, the fastest growing county in Iowa and one of the fastest growing counties in the nation. Adel is located on the west bank of the North Raccoon River. Its historic roots include being home to one of the most important stage routes in Iowa. Native American artifacts found in the area provide evidence of earlier residents including the Sac and Fox Indians in whose language Penoach means “far away”. Originally called Penoach, the town was founded as the county seat and was located on the first road in the county. Adel has been a community since 1847, growing with pride, to be the up-and-coming community it is today.



Dallas County Courthouse

Adding to the community’s scenic beauty is the charming brick streets, a point of pride for the community. Adel was home to brick factories, with abundant natural resources of clay deposits along the North Raccoon River. Adel Brick Works operated for several decades and was one of the key producers of bricks for the town and surrounding areas. Adel is also surrounded by rural farmland areas and yet is only a few minutes away from the Des Moines metropolitan area, offering the perfect balance of rural serenity and urban convenience.





City of Adel, Iowa

City Administrator

Apply by October 13

Economy

Adel boasts a diverse economy with several key employers across various sectors, including: Stine Seed Company, the world's largest private seed company specializing in soybean and corn genetics; Adel-De Soto-Minburn Community School District; United Brick and Tile; Hy-Vac Ag; and Chick Products.

Adel has an active Chamber of Commerce and is also home to vibrant and well-attended community festivals, such as the Sweet Corn Festival, Dallas County Fair, Celebrate Adel, and Hometown Holiday Celebration.

City Organization

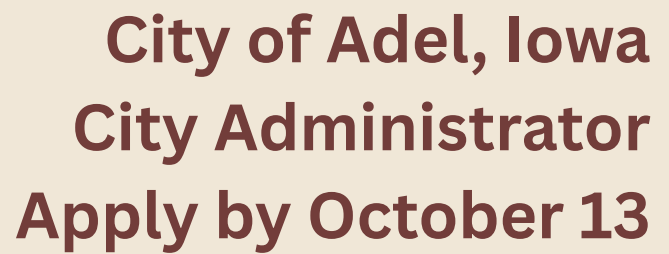
Adel is a Council/Mayor form of government with a City Administrator. The City is governed by a Mayor elected to two-year terms and a five-member City Council elected to four-year terms. The Adel City Council meets regularly on the second Tuesday of every month at 6:00 p.m., reserving the fourth Monday for a second meeting if necessary. The Mayor and Council are assisted by citizen boards and commissions including Parks and Recreation, Planning and Zoning Commission, Board of Adjustment, Historic Preservation Commission, and the Library Board. The City employs a full-time staff of 24. The total budget is \$16.1 million, with a levy rate of \$13.25836. The City police force consists of 12 full-time and 3 part-time sworn staff, plus one administrative position. The county sheriff's department is based in Adel. Fire protection services are provided by a 28 member volunteer department. The City operates a water utility and a wastewater treatment plant. The water supply is from wells with an elevated storage capacity.



Adel Sweet Corn Festival



Adel Public Library (left) and City Hall (right)



The organizational chart for the City of Adel, Iowa, is structured as follows:

- Mayor & City Council**
 - City Administrator**
 - Deputy City Administrator/Finance Director
 - City Clerk
 - Accounting Clerk
 - Administrative Clerk
 - Public Works Director
 - Streets Superintendent
 - Streets Laborers (3) - 1 Open
 - Water Superintendent
 - Water Operator
 - Wastewater Superintendent
 - Wastewater Operators (2)
 - Seasonal Staff
 - Parks & Recreation Director
 - Parks Superintendent
 - Parks Laborers (2)
 - Seasonal Staff
 - Aquatics & Recreation Supervisor
 - Seasonal Staff
 - Community Development Director
 - Code Enforcement Officer - Open
 - Police Chief**
 - Police Chief's Secretary
 - Police Lieutenant
 - Police Sergeant
 - Police Corporal
 - Full-Time Police Officers (6)
 - Part-Time Police Officers (3) - 1 Open
 - Police Detective
 - School Resource Officers (2)
 - VTR Assistant Fire Chief
 - VTR Fire Captain 120
 - VTR Firefighters (3) - 1 Open
 - VTR Fire Captain 121
 - VTR Firefighters (3) - 1 Open
 - VTR Fire Captain 122
 - VTR Firefighters (3) - 2 Open
 - VTR Fire Captain 123
 - VTR Firefighters (3) - 1 Open
 - VTR Fire Captain 124
 - VTR Firefighters (3) - 2 Open
 - VTR EMS Captain 126
 - VTR EMS Lieutenant
 - VTR Firefighters (3) - 2 Open
 - Volunteer Fire Chief**
 - Library Board**
 - Library Director
 - Patron Services Librarian
 - Patron Services Assistant
 - Clerks
 - Volunteers
 - Programming & Outreach Librarian
 - Programming Specialist
 - Youth Services

ADEL THRIVE WITH US

VTR: Volunteer

Adel is heavily invested in its parks system and recreational activities, dedicating a significant portion of the voter-approved Local Option Sales and Services Taxes to these activities. The City maintains several parks, a campground, and an aquatic center including the Kinnick-Feller that accommodates softball fields, flag football fields, and tennis courts. Island Park features a soccer field and camp grounds. Two golf courses serve Adel: a private 9-hole course, and a public 18-hole course. The scenic 54-mile Raccoon River Valley Trail biking and hiking trail passes through Adel and connects with Des Moines, with 75,000+ cyclists trail annually. The City maintains 150+ acres of park land, a fifty site campground, two boat ramps, three cemeteries, three basketball courts, two pickleball courts, three sand volleyball courts, two tennis courts, seven baseball/softball fields, a nine hole disc golf course, three plus miles of multi-use asphalt trails, a football field, soccer complex and offers over 60 recreational programs throughout the year.





City of Adel, Iowa

City Administrator

Apply by October 13

Education

The Adel-DeSoto-Minburn Community School District is renowned for its commitment to academic excellence, and ADM High School consistently ranks among Iowa's top 10 high schools according to U.S. News & World Report. With an estimated student enrollment of more than 2,100, the District operates elementary schools in Adel and Desoto as well as a middle school and high school in Adel. A new \$56 million, 1,000 student high school in Adel broke ground in June 2025.

Opportunities for further education in the region are found at Drake University, Grand View College, Iowa State University, Simpson College, Des Moines University, and the Des Moines Area Community College. There are also private schools in the area.



Transportation

Adel is adjacent to Interstate 80, which runs from Boston, MA to San Francisco, CA and approximately 13 miles from Interstate 35, which runs from Laredo, TX to Duluth, MN. State Highway 169 runs through Adel and connects to Winterset to the south and Des Moines to the north/east. For train travel, Adel is 45 minutes away from Osceola, IA, a major Amtrak connection. The Des Moines International Airport is approximately 20 miles away, offering both domestic and international flights and is currently undergoing a major expansion. There are also smaller general aviation airports near Adel, such as the Perry Municipal Airport and the Winterset Municipal Airport, available for private flights and smaller aircraft.



Sweet Corn Festival Parade



City of Adel, Iowa City Administrator Apply by October 13

Cultural Opportunities

Adel has a charming historic downtown area with old buildings, boutiques, and local businesses. Walking tours of the area offer a glimpse into the town's past, and local festivals often take place. The Adel Museum showcases the history of the area, including exhibits on famed resident, Nile Kinnick's 1933 Undefeated Adel Football Season, local agriculture, the Civil War, and pioneer life. It's a great place to learn about the town's early days and its development over the years.

Additionally, the Des Moines area has multiple facilities, such as the Civic Center, The Playhouse, etc. that offer regular performances. There are smaller concert venues available in nearby Waukee and West Des Moines. Multiple festivals occur throughout the year in the region, including the World Food & Music Festival, the Des Moines Arts Festival, and the Iowa State Fair.

Other destinations of interest include Blank Park Zoo, Living History Farms, the Des Moines Science Center, the Botanical Center, etc.



Adel Historical Museum

Religious Opportunities

Adel is home to multiple churches, with the major denominations of Methodist, Catholic, Lutheran, and Baptist represented in the area.



Aquatic Center



City of Adel, Iowa

City Administrator

Apply by October 13

The Position

The City Administrator is the chief administrative officer of the City and is responsible for the general supervision and direction of the administration of the city government in accordance with codes, ordinances, resolutions and directives from the city council.

Specific Duties Include:

- Serve as the principal advisor to the Mayor and City Council, helping shape policy through professional recommendations and objective analysis.
- Lead the development and execution of the City's strategic plan, aligning departments and community priorities to achieve shared goals.
- Foster a high-performance organizational culture centered on collaboration, innovation, accountability, and service excellence.
- Represent the City in intergovernmental and regional partnerships, advocating for Adel's interests while building cooperative relationships.
- Oversee and coordinate all City departments, including Public Works, Parks & Recreation, Finance, and Community Development.
- Manage the preparation and administration of the annual operating and capital budgets in alignment with Council goals and fiscal responsibility.
- Supervise, develop, and evaluate department heads and senior staff, ensuring alignment with City objectives.
- Develop and implement internal policies, procedures, and systems to enhance efficiency and responsiveness.



Historical Courthouse in Adel



Gazebo in Kinnick-Feller Riverside Park

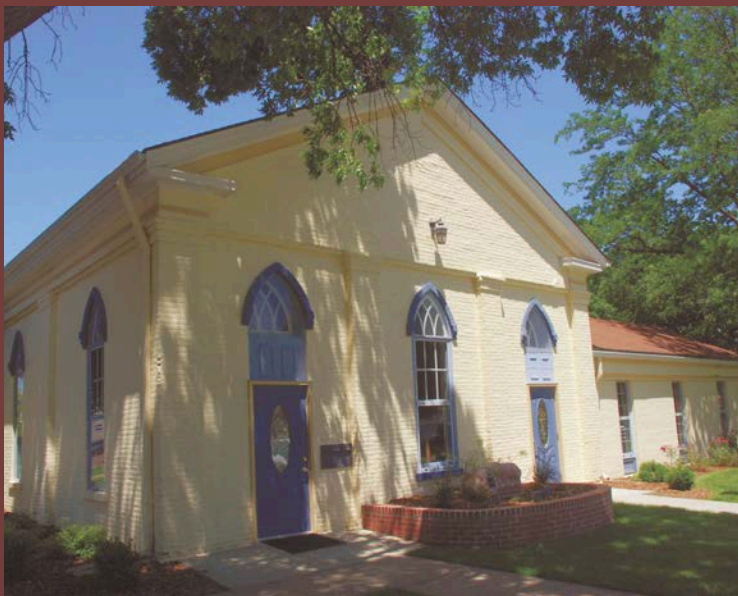


City of Adel, Iowa City Administrator Apply by October 13

The Position

- Champion community development initiatives, including economic development, infrastructure investment, land use planning, and housing strategy.
- Engage with residents, businesses, and developers to support sustainable growth and preserve the character of the community.
- Monitor trends, data, and policy impacts to recommend forward-thinking strategies and opportunities for improvement.
- Attend all City Council meetings and work sessions, providing thorough reports, policy recommendations, and updates.
- Ensure timely implementation of Council decisions and resolutions, and track progress toward key objectives.
- Serve as a liaison between elected officials, staff, and the public, maintaining transparency and effective communication.

This position requires a high degree of information sharing between the Deputy City Administrator/Finance Director, City Clerk, Accounting Clerk, Administrative Clerk, building/code compliance, parks and recreation, public works, police, fire, library, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and written documents with personal information be held under lock and key.



Former Adel Library (Bow & Arrow Communications)



Car Show in Downtown Adel



City of Adel, Iowa

City Administrator

Apply by October 13

Qualifications

Candidates should possess a four year degree (Master's preferred) in public administration or a related field and 5-7 years of experience in a responsible municipal management or leadership. The new Administrator should also possess **strong communication and interpersonal skills as well as exceptional planning, personnel management, and economic development capabilities.** Additional qualifications:

- Experience in strategic planning, budgeting, staff management, and intergovernmental relations.
- Strong understanding of Iowa municipal government structure, finance, and community development practices preferred.
- Proven ability to work collaboratively with elected officials, staff, community members, and external partners.
- Must be bondable.
- Keep the council informed and prepared to address media and public in a timely manner.
- Work closely with the School District and the County Board.
- "Open door" policy, listen and follow through.
- Assist the city council to stay on task and move forward with direction.
- Possess strong negotiation skills.
- Promote coordination and emphasize communications among department's staff.
- Maintain a regular schedule of staff meetings.
- Establish expectations for staff performance and track results.
- Be a community booster and actively participate in service clubs.
- Create and maintain an open and respectful work environment. Set up the framework for a cohesive, team-driven city hall staff.



The Adel Sweet Corn Festival attracts nearly 30,000 visitors annually.

The next City Administrator will be an energetic and confident leader who can communicate effectively and provide strong direction for strategic actions to achieve the community's unified vision. The City Administrator will become involved in the community and promote an atmosphere of quality constituent service and collaboration.

The next City Administrator should also possess a dynamic and outgoing personality with a positive and progressive attitude, as well as a strong customer service orientation.



City of Adel, Iowa City Administrator Apply by October 13

Priorities and Projects

Upcoming projects and priorities that the new City Administrator will need to focus on include:

- Establish relationships with civic leaders and groups;
- Establish and promote effective interdepartmental and organizational communications;
- Promote effective public engagement;
- Finalize Rapids Street reconstruction;
- Create a Capital Improvement Plan;
- Proceed with annexation efforts;
- Develop a plan to implement pavement management program;
- Develop a plan to improve Meadow Road;
- Determine needs for the future of the fire department;
- Evaluate organizational structure and staff capabilities and develop recommendations for any structure or position changes needed;
- Update job descriptions and conduct wage study to remain competitive;

Application

The City offers a competitive benefits package and a starting salary between \$160-175K DOQ. City residency is preferred. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by October 13, 2025, 4:30 p.m. Central Time to theiamanagementconsulting@gmail.com. Inquiries can be directed to Theia Management Consulting, LLC at 515.322.6597.



Tennis lessons are offered through Parks & Recreation



City of Adel, Iowa City Administrator Apply by October 13

Announcement/Advertisement

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Timetable for Search

It is the City's intent to conclude the search process as expediently as possible. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

Application deadline: October 13, 2025, 4:30 PM

Semifinalists notified: October 14, 2025

Zoom interviews: October 16, 2025

Finalist interviews: November 7 & 8, 2025

Employment Agreement approval: November 12, 2025

Start of employment: 30-45 days after approval



Adel Parks & Recreation Offer Multiple Programs throughout the year (above) and offers camp sites (to the right)

