



**HINSON CONSULTING, LLC**  
LOCAL GOVERNMENT HIRING, PLANNING & FINANCE



# City Administrator Position Profile

Apply by April 15, 2026

4:30 PM Central Time

Submit materials to:

[hinsonapplications@gmail.com](mailto:hinsonapplications@gmail.com)

“Sumner” in subject line

## Recruitment Timeline

Application deadline: April 15

Zoom Interviews for Semifinalists: April 22

Finalist interviews:

May 8-9, including community tours and public meet and greet

Employment Start:

30-45 days after approved offer



City of Sumner, Iowa  
City Administrator  
Population 2,030



## Our Community

Located in Bremer and Fayette Counties, Sumner, Iowa, is a quintessential Midwestern community that blends historic charm with a forward-thinking spirit. Known for its safe, quiet neighborhoods and a "rural feel" where homeownership is the norm, the city serves as a hub for both young professionals and retirees. Its merits extend far beyond its scenic architecture; Sumner boasts a robust local economy anchored by major employers like Life Line Emergency Vehicles and a community-focused downtown featuring the historic Sunset Theatre—famous for its affordable movie nights. Educational excellence is a cornerstone of the town, with the Sumner-Fredericksburg Community School District consistently receiving high marks; notably, in early 2026, the district was approved to open a new charter high school focused on innovative work-based learning and local internships. With extensive recreational amenities, including the Sumner Family Aquatic Center, the Meadowbrook Country Club, and the serene North Woods Park, the town offers a high quality of life that captures the best of small-town Iowa living.



Sumner Public Library



Sumner Aquatic Center

## OUR HISTORY

The history of Sumner is a classic tale of Midwestern expansion driven by the railroad and classic American ideals. Formally established in 1870 by Chauncey Carpenter, the settlement's growth surged in 1875 when the nearby village of Cassville relocated there to access the arriving train lines. Named in honor of the famed abolitionist Senator Charles Sumner, the town was officially incorporated in 1894. While the rails went quiet in 1981, Sumner's identity as a regional trade hub remains preserved in its iconic Victorian-era architecture and its historic 1897 town clock tower. Other key historical assets include the 1901 Memories Are Forever Museum.



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## Business Community

Sumner has a diverse and thriving business district, including a movie theatre, a brewery, several restaurants, and much more! Major employers include Life Line Emergency Vehicles, Sumner-Fredricksburg Community Schools, Hillcrest Home, Community Memorial Hospital, and BMC Aggregates. Life Line is the community's largest employer and is an employee-owned company manufacturing ambulances for agencies nationwide. Nearby Waverly includes numerous large employers, such as CUNA Mutual, Wartburg College, and GMT Corporation. In February 2026, it was announced that Revolution Concrete Mixers would locate their 4<sup>th</sup> industrial plant in Waverly. This project is expected to bring millions in investment and hundreds of jobs to the area. Sumner has a municipal light plant with a City-appointed board that has made major investments in its infrastructure in recent years.



Sunset Theatre

## City Organization & Budget

Sumner utilizes the Council/Mayor form of government common to Iowa, and is newly adding the City Administrator position to its organization. The City is governed by a Mayor and a five-member City Council elected to four-year terms. The Sumner City Council meets regularly on the first and third Monday of every month at 6:30 p.m. The Mayor and Council are assisted by citizen boards and commissions including a Planning and Zoning Commission, Board of Adjustment, Light Plant Board, and Library Board.

**Total FY26 Budget: \$10 million**

Public Safety: \$306,982

Public Works: \$284,300

Culture & Rec: \$380,227

Community Dvpt: \$4,500

General Government: \$432,003

Debt Service: \$414,777

Capital Projects: \$7,215,000

Enterprise Funds: \$1,036,825

Property Tax Rate: \$15.03142/  
\$1,000 Valuation

General Fund Balance: \$903,014

Enterprise Fund Balances: \$742,363

Total Fund Balance: \$2,978,689

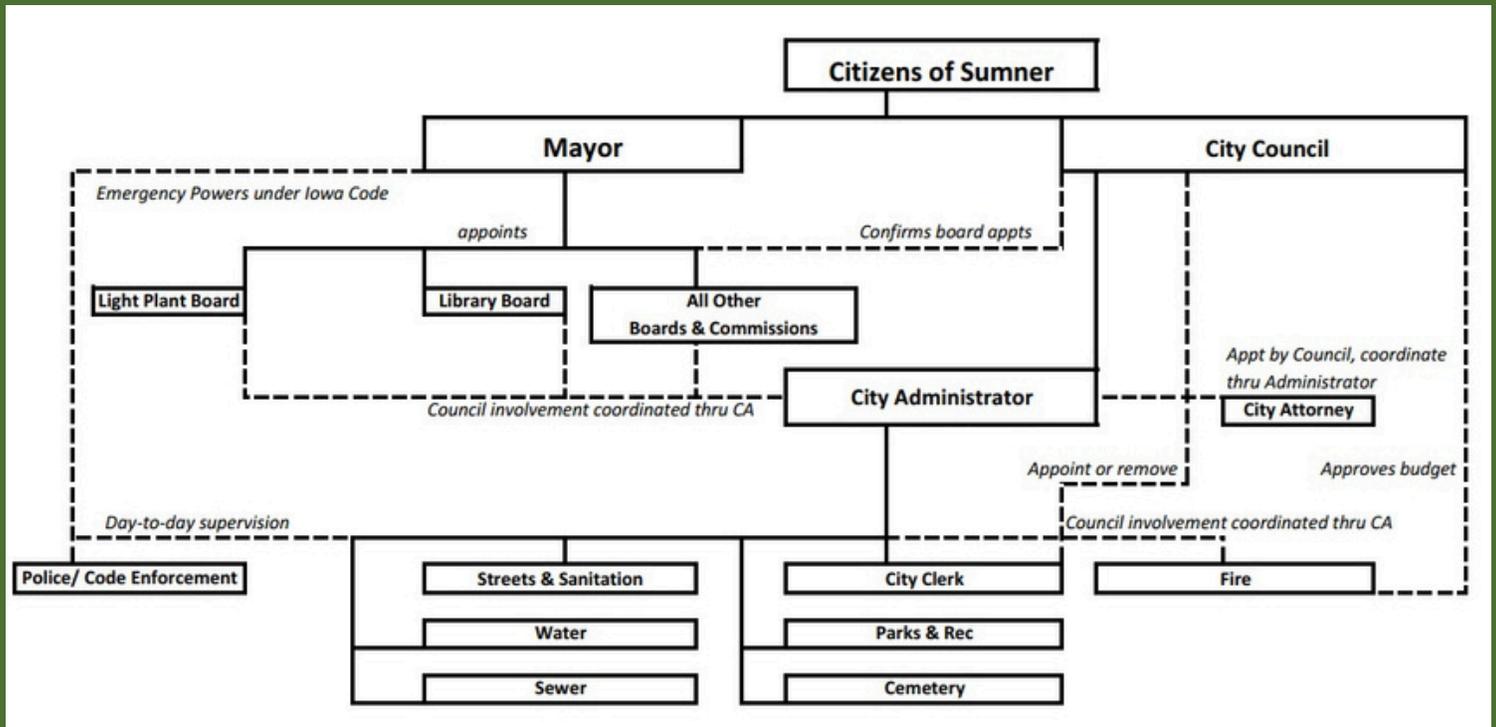
\$3.1M General Obligation Debts

\$3.6M Revenue Debts



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## Organizational Chart



## Parks and Recreation

Sumner is home to 6 parks, including North Woods Park, which includes a campground, fishing area, and trails. Trail paving has been a major priority in Sumner in recent years. The first phase of a trail paving project was completed in 2025, and the City was recently awarded a significant grant by the Black Hawk Gaming Association to continue this important project.

Sumner has various recreation programs, operates a municipal aquatic center, and organizational efforts are underway on a major athletic fields project known as the Tri-County Sports Complex.



Trail Paving Phase 1A



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## Education



Sumner-Fredricksburg High School



Durant Elementary

Sumner is served by the Sumner-Fredericksburg Community School District, a high-performing K-12 system recognized for its 96% CTE graduation rate and a new charter program focused on work-based internships. Residents have easy access to diverse higher education options within a 50-minute drive, including Upper Iowa University, Wartburg College, and the University of Northern Iowa. Additionally, Northeast Iowa Community College (NICC) operates a nearby center in Oelwein, providing accessible vocational training and dual-enrollment opportunities for local high school students.

## Community Memorial Hospital

CMH is a private non-profit medical facility in Sumner affiliated with the UnityPoint Health Network. It is a 25-bed critical access facility that receives no financial support from local tax dollars. The facility received a significant renovation in 2012 that was supported by over \$1.5 million in grants and donations.

CMH employs more than 90 dedicated professionals that provide outstanding medical care and options to the community and surrounding area.





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## The Position

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council and in coordination with the Mayor in the daily operation of city government. Advises and directs on current problems and future needs of the city and makes recommendations and assessments of options. Responsible for the supervision and actions of all city employees except as limited by City or Iowa Code. Coordinates the implementation of Mayor/Council directives and/or policies. Evaluates community needs and wants and provides qualified and quality direction and guidance for the community as a whole.

### ESSENTIAL JOB DUTIES

- Attends all council meetings and meetings of other boards and commissions as required. Coordinates activities with boards, commissions, appendant bodies, and community groups in a manner consistent with the Mayor and City Council's vision and the overall good of the city.
- Prepares annual budget recommendations, in coordination with the City Clerk, for City Council consideration and controls expenditures within approved budgetary guidelines.
- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all city departments, offices, and agencies of the city.
- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, financing, equipment, staff, economic development and operational needs.
- Develops and oversees the enforcement of city ordinances.
- Researches and drafts ordinances.
- Ensures publication of ordinances and amendments adopted by the City Council.
- Maintains copies of all current city ordinances and codes for public use.
- Supervises all city employees except as limited by City or Iowa Code.
- Administers human resources functions for the city, in strict compliance with applicable laws and adopted policies of the City Council.
- Conducts annual employee performance evaluations and sets compensation of employees subject to City Council approval, except as limited by City or Iowa Code.
- Recommends employee benefits and personnel policy programs.
- Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council, Mayor and the public for research or recommendations on city policy issues.
- Confirm publication notices of public hearings, elections, and other official actions as required by local and state law.
- Prepares and posts an agenda of all council meetings as required by state law.
- Responds to questions, complaints and other concerns from the public.
- Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, union, other governmental units and community groups in which the City may have an interest.
- Certifies all measures establishing any zoning district, building lines, or fire limits, and a plat showing each district, lines, or limits to the appropriate county recorder.
- Acts as city's zoning compliance officer.
- Receives and evaluates zoning applications.
- Develops and monitors recommendations regarding zoning applications; building and park development; and other planning projects.
- Verifies that plans submitted for approval comply with established zoning and planning standards and municipal ordinances.
- Supervises the performance of all contracts for work to be done for the city.
- Coordinates the work of the City Attorney.



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## The Position (Continued)

- Oversees purchase and inventory of materials and supplies.
- Provides general supervision of the use of city property, including the use of vehicles owned by the city.
- Supervises the construction, improvement, repair, maintenance, and management of all city property.
- Assists city engineer with bids and public contracts.
- Reviews, evaluates, and approves change orders for projects under project-by-project authority granted by Council and in close communication with Mayor and Council.
- Plans, coordinates, and directs grant application activities, including grant writing and administration.
- Oversees all city fund management and investment activities, ensuring that effective accounting practices are used to properly control financial assets.
- Makes recommendations regarding financing of all city projects.
- Advertises bids as required by state law.
- Encourages and oversees economic and community development efforts.
- Maintains all records as required by state law.
- Records and files city easements, ordinances, and alley vacates.
- Authorizes and coordinates appropriate action during emergency situations.
- Other duties as directed by the Council or as included in the City Code.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate they can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, human resources management, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.
- Ability to perform complex and varied work; interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skill in using modern office equipment, including computers and word-processing, and spreadsheet software; and telecommunications equipment.
- Ability to communicate clearly, both orally and in writing.
- Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.
- Mediate disputes between subordinates; handle citizen complaints in a professional and business-like manner.

# SUMNER

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## Qualifications

Education/Training: Bachelor's Degree in public administration or closely related field is preferred.

Work Experience: Three (3) years of experience in related fields with particular emphasis on municipal government is preferred.

A combination of education and experience may substitute for the above.

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license.

Required post-offer physical examinations: Upon request of the City Council.

Required drug testing: Upon request of the City Council.

Other testing required: DCI background check.

## Further Info on Sumner & Area

- City of Sumner Official Website  
<https://www.mysumneriowa.com>
- Sumner Public Library <https://www.sumner.lib.ia.us>
- Sumner-Fredericksburg Community School District  
<https://www.sfcougars.org>
- Community Memorial Hospital (Sumner)  
<https://www.cmhsumner.org>
- North Woods Park (Bremer County Conservation)  
<https://www.mycountyparks.com/County/Bremer/Park/North-Woods-Park.aspx>
- Volga River State Recreation Area  
<https://www.iowadnr.gov/Places-to-Go/State-Parks/Iowa-State-Parks/Volga-River-State-Recreation-Area>
- NICC Oelwein Center  
<https://www.nicc.edu/oelwein/>
- Upper Iowa University (Fayette) <https://uiu.edu>
- Wartburg College (Waverly)  
<https://www.wartburg.edu>



Memories Are Forever Museum (1901 School)



Ten Wasp Brewing Company



Sumner Aquatic Center



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## Announcement/Advertisement

The City of Sumner, Iowa (pop. 2,030) seeks a visionary leader with outstanding communication, project management, planning, and economic development capabilities as its first City Administrator. Sumner is located in Northeast Iowa near Waverly and Waterloo/Cedar Falls, and offers a thriving and quintessential small town Iowa experience. The City Administrator will be highly collaborative and visible throughout the community. The City offers a competitive benefits package and an annual starting salary between \$85-95K for preferred qualifications including a related Bachelor's Degree and three years of related experience. City residency strongly preferred. Relocation allowance is negotiable for relocation within city limits.

To apply, submit resume, cover letter, and five references by April 15, 2026, 4:30 p.m. Central Time to [hinsonapplications@gmail.com](mailto:hinsonapplications@gmail.com) ("Sumner" in subject line). EOE.

## 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: April 15, 2026, 4:30 PM

Semifinalists notified: April 20, 2026

Zoom interviews: April 22, 2026

Finalist interviews: May 8-9, 2026

Employment Agreement approval: As soon as May 11

Start of employment: 30-45 days after approval

