



# City Administrator



## Humboldt, Iowa

Apply by August 9, 2026  
4:30 PM Central Time

The City of Humboldt, Iowa (4,792) seeks a dynamic and progressive, collaborative leader who is a great listener and who has outstanding communication, financial management, and economic development capabilities for its next City Administrator. Humboldt is a scenic community with steady growth located in north central Iowa and enjoys an enviable location of a beautiful rural setting with quick access to larger city amenities. Humboldt is known for a safe, family-friendly atmosphere, well-maintained and abundant parks, and strong local industry. Humboldt is an outstanding professional opportunity in an organization with outstanding staff and stable community leadership.

Please contact Theia Management Consulting  
at 515.322.6597 with any questions.

### Recruitment Timeline

Application materials due  
by: August 9, 2026, 4:30 p.m.  
CT

Zoom Interviews for  
Candidates: August 12

Finalist interviews:  
August 28 & 29, including  
community tours and public  
meet and greet

Employment Start:  
30-45 days post employment  
agreement approval



# City of Humboldt, Iowa

## City Administrator

### Population 4,792

## Our Community

Humboldt, Iowa, is a tight-knit, progressive agricultural community located along the Des Moines River in north-central Iowa.

Humboldt is in Humboldt County, Iowa and enjoys an exceptional quality of life. The community holds a unique legacy in professional wrestling as the hometown of Frank Gotch, with a bronze statue and history display located in Bicknell Park. Humboldt boasts a vibrant downtown that has been recently revitalized through public and private investment. Humboldt maintains diverse local employment with major companies like Hog Slat and Hy-Capacity, alongside a progressive, pro-development attitude that supports new businesses.

The city is home to a dozen well-maintained parks (including Taft and Joe Sheldon Parks), walking trails, and the 70,000-square-foot Humboldt Recreation Center. The housing market is notably affordable, with homeownership rates around 70% and a median property value historically hovering in the mid-\$100,000s. Humboldt is also celebrated for its historic Carnegie Humboldt Public Library, built of native limestone in 1908 and enrolled to the National Register of Historic Places in 1983.



Frank A. Gotch Statue, first American to win the World Heavyweight Championship.



The historic Carnegie Humboldt Public Library is home to many community activities as well as an expansive collection. It is home to book clubs, interactive STEM challenges, crafts, the Summer Reading Program, and a wide variety of public events.



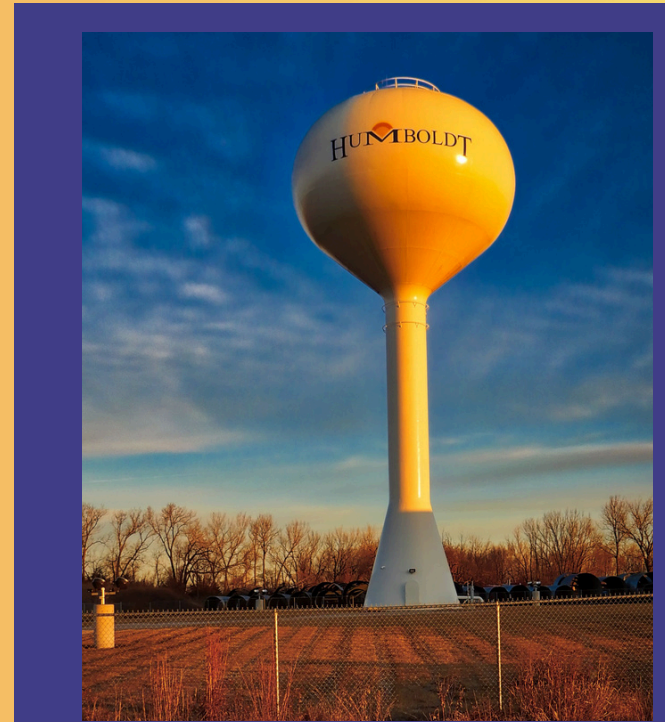
# City of Humboldt, Iowa

## City Administrator

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## Economy

Agriculture has always been the backbone of Humboldt's economy. The economy has evolved into a diverse, agriculturally-driven market supported by the manufacturing, retail, and healthcare sectors. While still heavily anchored by farming operations in the surrounding region, Humboldt benefits from major local employers and a notably affordable cost of living. As the economic hub of Humboldt County, the agribusiness sector represents some of the highest paying jobs in the county. Healthcare also plays a major role in the community's economic health, with Humboldt County Memorial Hospital as the county's largest single employer. The median household income in the county ranges from \$71,900 to \$78,200.



Humboldt operates water and wastewater utilities as well as a municipal airport.

## City Organization

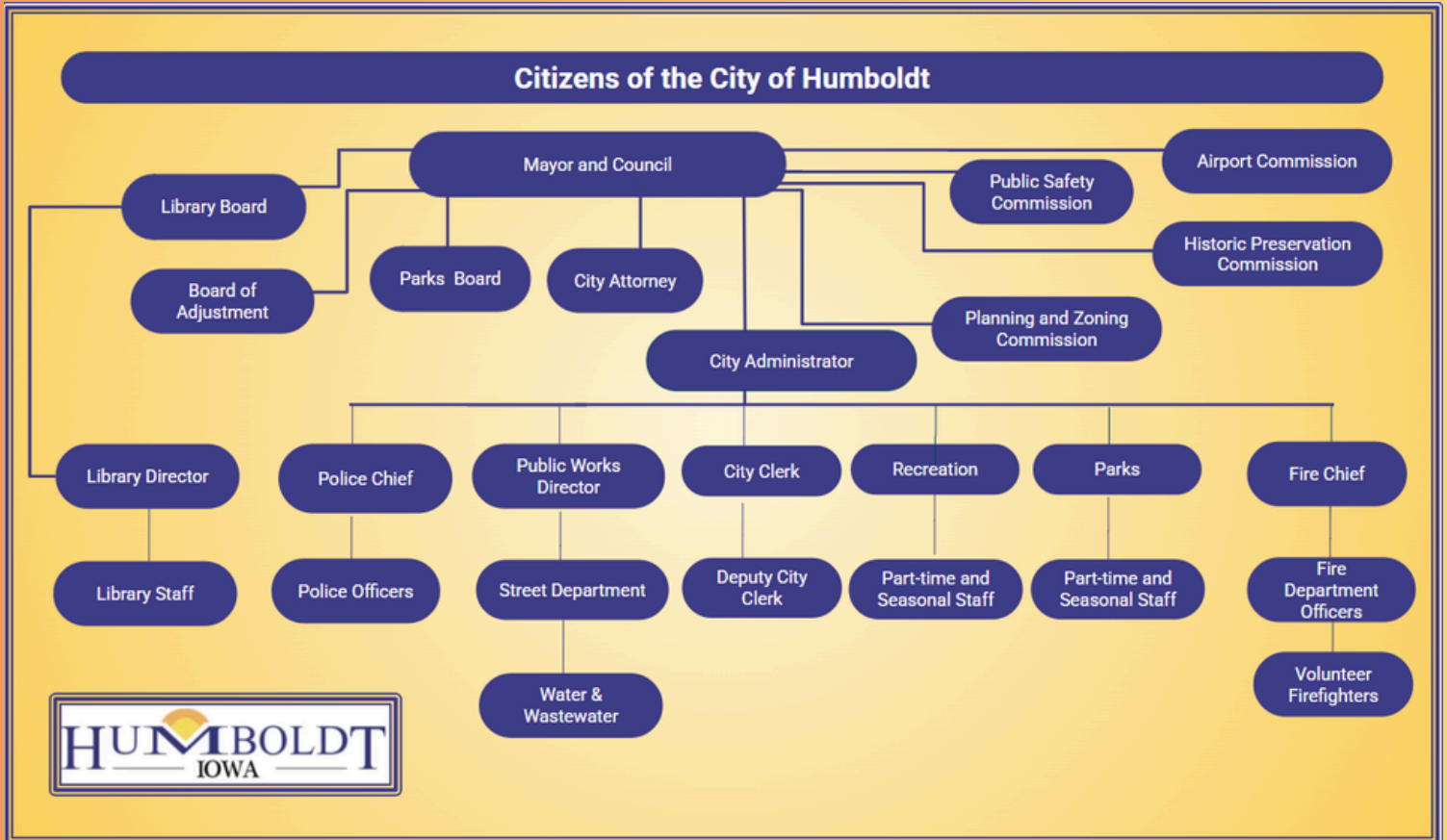
The City of Humboldt has a Mayor/Council form of government with a City Administrator and five council members who meet twice a month, on the first and third Monday evenings at 5:30 pm. The city is divided into three wards, with one council member elected from each ward and two elected at-large, which means that everyone in all three wards may vote for them. The Mayor is elected for a two-year term, and the council is elected for four-year terms. The Mayor and Council are assisted by citizen boards and commissions including Planning and Zoning Commission, Public Safety Commission, Board of Adjustment, Airport Commission, Park Board, Historic Preservation Board, and the Library Board. The City employs a full-time staff of 34, supported by 43 part-time staff members and 55 seasonal/temporary support. The total budget is \$11,316,222 million, excluding transfers, with a general fund of \$3,607,627 and levy rate of \$15.99947. The City police force consists of 6 full-time sworn positions. Fire protection services are provided by paid per call department. The City operates a water utility and a wastewater treatment plant.



(Left) Humboldt Police regularly engage in public outreach. (Right) Dedicated members of the Humboldt Fire & Rescue.



## Organizational Chart



## Parks and Recreation

Humboldt's Parks & Recreation includes 12 public parks, 30+ miles of mixed use, paved and crushed limestone trails (city and county), the Humboldt Recreation Center, Youth and Adult programs, the Humboldt Community Center, the Humboldt Family Aquatic Center, Community Garden, and other special events and programs.

The Humboldt Recreation Center is a 70,000 sq ft recreation facility. It includes a 200-meter track, 2 wood basketball courts (with volleyball standards), 3 pickleball courts, multiple group fitness rooms (spin room, cardio studio, boxing room), 2 racquetball courts, batting cage, fitness center with cardio and weight equipment, Kids Zone equipped with exergame equipment, sauna, and locker rooms.



Parley Finch Plaza, constructed in 2013 in honor of the sesquicentennial, is located in the heart of downtown.



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## Education

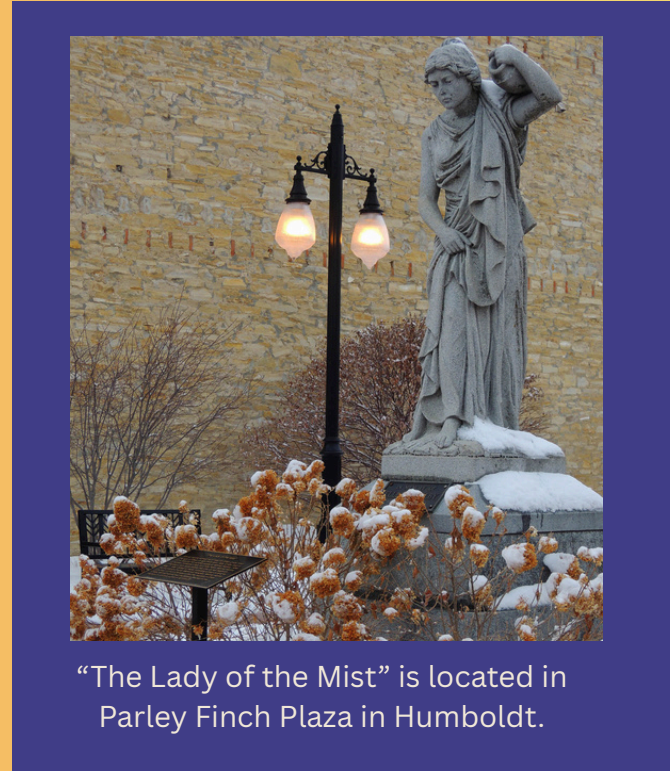
Humboldt is served by the Humboldt Community School District (the Wildcats), which enrolls approximately 1,500 students. The district features strong academics, operating four main schools, two elementary schools, a middle and a high school. The district offers a wide variety of academics, including AP classes, and sports. There is also St. Mary Catholic School.

For higher education, Humboldt is served by Iowa Central Community College in nearby Fort Dodge, Buena Vista University, allowing students to earn a 4-year degree on site, ISU in Ames, and Drake University in Des Moines.

## Transportation

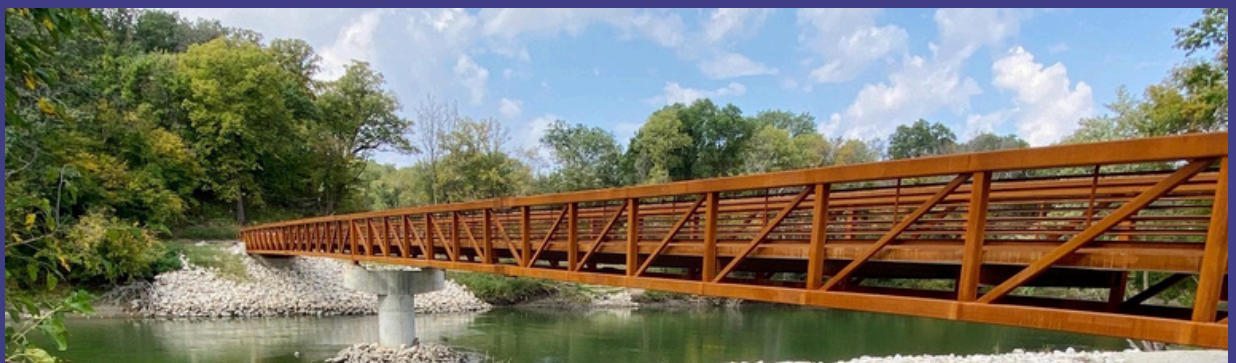
Humboldt is located at the intersection of US Highway 169 and State Highway 3, approximately 100 miles from Des Moines (Iowa's capital city), 200 miles from Minneapolis, MN, and 180 miles from Omaha, NE. The Mid Iowa Development Association (MIDAS) provides a demand-response public transit system in Humboldt. Rides operate Monday through Friday from 7:00 AM to 5:00 PM and must be scheduled at least the day prior.

Humboldt operates a municipal airport. It is a public-use general aviation airport and has a 24-hour terminal with self-service. The closest commercial airport is the Fort Dodge regional airport, located just 15 miles south of Humboldt and offers connecting flights to major hubs. Major airports are located in Des Moines, Minneapolis, and Omaha.



"The Lady of the Mist" is located in Parley Finch Plaza in Humboldt.

This pedestrian bridge crosses the West Fork of the Des Moines River in Humboldt. The Des Moines valley is known for its scenic views.





# City of Humboldt, Iowa

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## Cultural Opportunities

Established in 2005, Humboldt Area Arts Council is the heart of local arts. They host seasonal Music in the Park events at Bicknell Park, Summer Art Camps for kids, and the annual Arts Fest, which brings local artisans, live music, and family activities.

Humboldt hosts vibrant cultural gatherings such as the summer Farmer's Markets and the Humboldt County Fair, featuring local agriculture, live performances, and pancake breakfasts. The local high school also features robust band, choir, and drama programs that host several theatrical and musical performances throughout the school year.

Located nearby in Dakota City, the Humboldt County Historical museum encompasses several historical structures, including a log cabin, Victorian farmhouse, and schoolhouse, to offer a hands-on look at early pioneer and prairie life.



Congregational United Church of Christ in Humboldt is one of many places of worship in the community.

## Religious Opportunities

Humboldt, Iowa, offers a variety of religious opportunities across several denominations, ranging from traditional liturgical services to non-denominational fellowships.



This pedestrian bridge crosses Sumner Avenue, the west fork of the Des Moines River and provides a scenic overlook.

## 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:

- Supervise enforcement and execution of City laws.
- Recommend to the Council such measures as may be necessary or expedient for the good government and welfare of the City.
- Have the general supervision and direction of the administration of City government.
- Be directly responsible to the Council for the administration of municipal affairs as directed by the Council. All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Administrator. Council involvement in administration initiated by the Council must be coordinated through the City Administrator.
- Supervise and direct the official conduct of all officers, departments, and employees of the City, specifically including, but not limited to police, fire, street, parks, sanitation, recreation, airport, water, and administrative departments. To effectuate this responsibility, the City Administrator shall have the power and authority to employ such assistants and other employees of the City for which the Council has approved the position generally and to discharge all employees of the departments, unless a City board or commission or the Council itself is otherwise specifically authorized or directed to employ, appoint and/or discharge certain employees under other provisions of the Code of Ordinances.



Humboldt has a number of special events.



The 4<sup>th</sup> of July festival is a treasured tradition, featuring a robust lineup of community events.



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## The Position

- Supervise the performance of all contracts for work to be done for the City; supervise all purchases of material and supplies and see that such material and supplies are received, and are of the quality and character called for by the contract.
- Represent the City as directed by the Council in all negotiations with employees, contractors, architects, engineers, and other independent contractors in matters in which the City might have an interest.
- Prepare and submit to the Council annually the required budget and administer it after receiving Council approval.
- Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.
- Cooperate with and advise any administrative agency, City board or commission, and act as the Council's liaison with such entities.
- Investigate the affairs and conduct of any department, agency, officer or employee under the supervision of the Administrator as deemed appropriate.
- Keep the Council fully advised of the financial and other conditions of the City and of its future needs.
- Facilitate economic development.
- Coordinate interdepartmental affairs of various boards and commissions of the City and assist them in meeting their duties under this Code of Ordinances.
- Perform such other duties as the Council may direct.

The former City Administrator left for an opportunity in a larger community. The City's tenured and knowledgeable staff work well as a team.

The City has infrastructure that has been well-maintained and is recently developed a new strategic plan. Humboldt has enjoyed steady population growth and it has focused on developing additional economic development opportunities.



The Fay Hessian Fountain (also known as the Liberty Fountain) located in John Brown Park .



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## Qualifications

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

- Experience in strategic planning, budgeting, staff management, intergovernmental relations, and project management.
- Strong understanding of 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 in a timely manner.
- Work closely with community partners.
- "Open door" policy, listen and follow through, and effective team building.
- Assist the city council to stay on task and move forward with direction.
- Promote coordination and emphasize communications among department's staff.
- 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.
- Secure outside funding to support city projects.



The Carnegie Humboldt Public Library is a hub for a wide variety of activities.

The next City Administrator will be a caring, dynamic, and dedicated leader who communicates effectively and provides strong direction for strategic actions to achieve the community's vision. The City Administrator will become involved in the community and promote an atmosphere of quality constituent service and collaboration.

The successful candidate should also possess a great sense of humor and be a good listener with a positive and progressive attitude, as well as a strong customer service and staff support orientation.



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## Upcoming Projects

The City recently completed a \$3.7 million wastewater plant improvement, \$2.6 million of which came from grants. The City also completed an Eagle Ridge Nature Trail, a \$2.2 million project in 2025.

The City Council recently adopted a strategic plan that sets six goal areas. Those are community identity and image, organizational capacity, infrastructure and maintenance, housing, recreation and economic vitality. The City plans to focus on the highway corridor for additional industry and retail businesses. There will also be a emphasis on the pavement management plan to improve the condition of the pavement throughout the community.

The Fire Department is working on an addition to the station and purchasing a ladder truck. There is also a need for a flood berm on the south end of town. The water tower is in need of painting. These priorities will need to be organized into a Capital Improvement Plan as part of the budgeting process. Additionally, the new City Administrator will need to determine a permanent location for the Police Department.

There is an upcoming effort to create a collaborative work environment and focus on city branding and marketing, defining and promoting Humboldt's unique community identity.



Humboldt's unique community identify, scenic environment, and affordable housing make it a great place to live.



Humboldt is home to a charming lighted holiday parade.



# City of Humboldt, Iowa City Administrator Apply by August 9, 2026

## Announcement/Advertisement

The City of Humboldt, Iowa (4,792) seeks a collaborative leader with outstanding team building and communication skills, as well as outstanding financial management, economic development, and project management capabilities for its next City Administrator. Humboldt is a scenic community with steady growth in a strategic location in north-central Iowa. Humboldt's downtown is historic and vibrant. This is an outstanding professional opportunity in a growing community and in an organization with tenured and talented staff and stable community leadership. Humboldt enjoys an enviable location of a beautiful rural setting with quick access to larger city amenities. The City Administrator will be a reliable community partner and highly visible throughout the community. The City offers a competitive benefits package and a starting salary between \$115-125K DOQ. City residency required. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by August 9, 2026, 4:30 p.m. Central Time to [theiamanagementconsulting@gmail.com](mailto:theiamanagementconsulting@gmail.com). Inquiries can be directed to Theia Management Consulting, LLC at 515.322.6597.

## 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: August 9, 2026, 4:30 PM
- Semifinalists notified: August 10, 2026
- Virtual interviews: August 12, 2026
- Finalist interviews: August 28 & 29, 2026
- Employment Agreement approval: August 31, 2026
- Start of employment: 30-45 days after approval



The gazebo is located in Worthington Park.

