



City Administrator



Asbury, Iowa

Apply by August 15, 2026
4:30 PM Central Time

The City of Asbury, Iowa (5,943), incorporated in 1933, is one of the fastest growing communities in the state, and seeks a dynamic leader with outstanding strategic capabilities, exceptional communication skills, and top-notch economic development talents for its next City Administrator. Asbury is a growing community located on the western edge of the Dubuque, Iowa metropolitan area. Asbury's high quality of life, excellent schools, family-friendly atmosphere, and consistent growth offer an unmatched professional opportunity in an organization with tenured staff and stable community leadership. The current administrator is retiring after 23 years of service to the community.

Please contact Theia Management Consulting
at 515.322.6597 with any questions.

Recruitment Timeline

Application materials due
by: August 15, 2026, 4:30
p.m. CT

Virtual Interviews for
Candidates: August 26

Finalist interviews:
September 18 - September
19, including community
tours and public meet and
greet

Employment Start:
Target start date is
November 30, 2026



City of Asbury, Iowa

City Administrator

Population 5,943

Our Community

The City of Asbury is located in eastern Dubuque County, adjacent to the west side of the City of Dubuque in Dubuque County. Asbury was founded in the 1830s principally by Methodists who named their church after Francis Asbury, the first bishop of their faith in America.

Asbury is a city of neighborhoods. Since the city is very young (average age of 39.1) and much of its growth has occurred only recently, its subdivisions are still clearly identifiable.

Generally, eastern and southern parts of the city are older, while northern and western areas are of entirely new construction. Asbury's main street is Asbury Road, and most of the neighborhoods branch off of this artery. The city is growing at a rapid rate, adding 1,495 new

single-family homes since 2000. Asbury is also surrounded by rural farmland areas and yet is only a few minutes away from the Dubuque metropolitan area, offering the perfect balance of rural serenity and urban convenience.



Native Flowers and Grasses at Wedgewood Preserve



The splash pad is a popular amenity.



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Economy

Asbury is part of a diverse regional economy with several key employers across various sectors, including: John Deere Dubuque Works (heavy machinery), Andersen Window and Door, and HODGE, Mercy One and Unity Point Health facilities, and public employers such as cities and school districts.

Asbury is also home to vibrant and well-attended community festivals, such as Music in the Park, Las Vegas Night, Community Days of Caring, and a variety of recreational programming

City Organization

Asbury is a Council/Mayor form of government with a City Administrator. The City is governed by a Mayor elected to four-year terms and a five-member City Council elected to four-year terms. Department heads currently report to the Mayor. The Asbury City Council meets regularly on the second and fourth Tuesdays of every month at 7:00 p.m. The Mayor and Council are assisted by citizen boards and commissions including Parks and Recreation, Planning and Zoning Commission, Board of Adjustment, Building Code Commission, and Stormwater Committee. The City employs a full-time staff of 21, supported by 2 part-time and 35 seasonal employees. The total budget is \$14,283,800, with a levy rate of \$8.32119. The City police force consists of 6 full-time sworn staff. Fire protection services are provided by a volunteer department. The City operates a water utility and a wastewater treatment plant. The City maintains a AA Standard and Poor credit rating and annually updates the City's Capital Improvement Plan and Strategic Plan.



Community Days of Caring



Annual Christmas
Tree Lighting

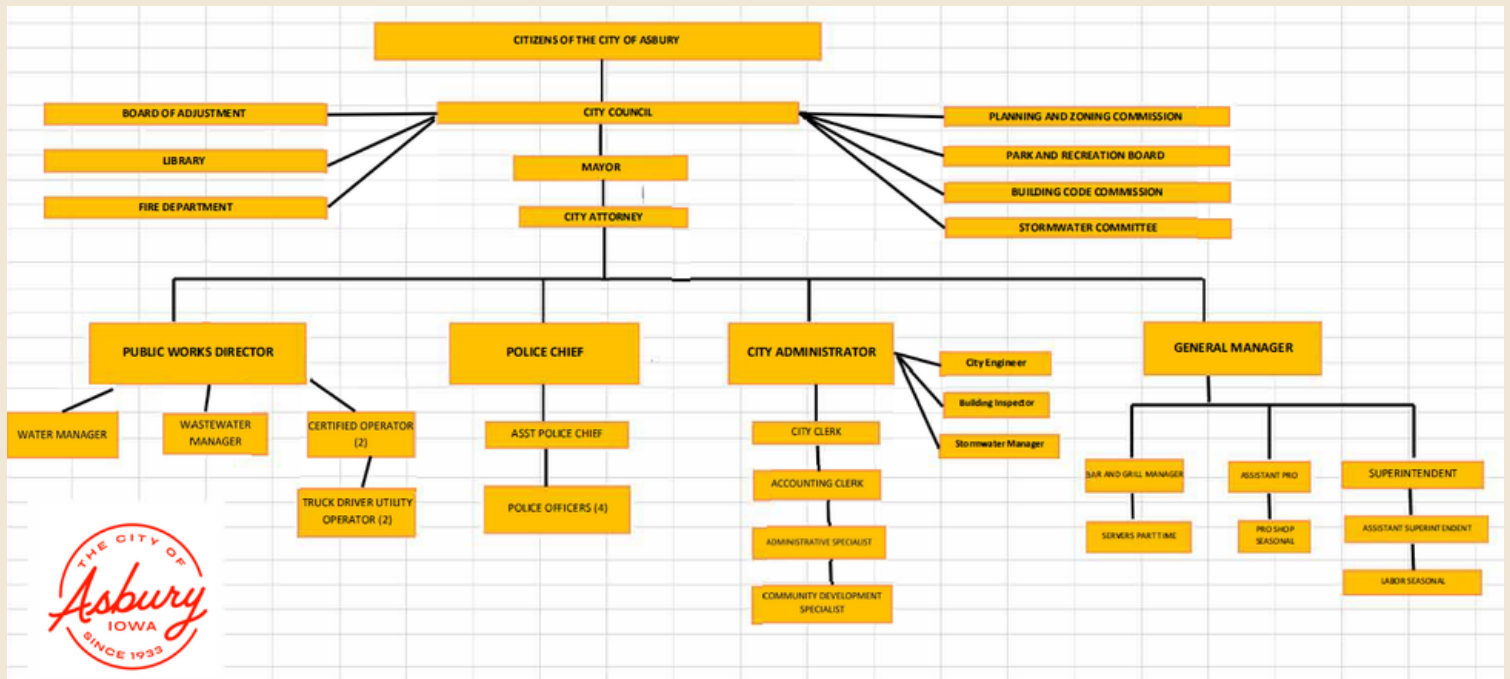


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Organizational Chart



Parks and Recreation

Asbury is heavily invested in its parks system and recreational activities. The City maintains five parks and five miles of trails, including two nature preserves and a golf course. Parks amenities include baseball and softball fields, lighted basketball and tennis courts, pickleball courts, volleyball court, a splash pad, and picnic tables, with associated grilling amenities and public restrooms. The City also has two pavilions available for rental in Asbury Park. The City also actively coordinates recreational programming, including a junior golf academy classes. The Meadows Golf Course is a premier 18-hole course.

The City has an adopted Parks and Recreation Master Plan that prioritizes land acquisition and the construction of additional amenities.



Veterans Ceremony at Asbury Park



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Education

Asbury, Iowa, is part of the Dubuque Community School District (DCSD). The district is one of the largest in the state, serving approximately 245 square miles that includes the city of Asbury as well as Dubuque and other outlying communities. DCSD has strong academics, including a robust offering of Advanced Placement classes.

Opportunities for further education in the region are found at University of Dubuque, Loras College, Clarke University, Emmaus University, and Northeast Iowa Community College. Dubuque is also a short distance from Des Moines, IA (approximately 3 hours), Chicago, IL (approximately 3 hours), and Minneapolis, MN (approximately 4 hours) and the significant higher educational opportunities in those cities.



Mayor Jim Adams, shown here with Daisy Scouts, enjoys engaging with citizens and future leaders.

Transportation

Asbury is in close proximity to Highway 20 with easy access by car to major cities such as Des Moines, Chicago, and Minneapolis. The community is served by the Regional Transit Authority.

The Dubuque Regional Airport offers flights on a seasonal basis or to direct vacation locations. Asbury is also conveniently located with access to Eastern Iowa Airport and Quad Cities International Airport, O'Hare International Airport, and Minneapolis International Airport, as well as Midway Airport in Chicago, with flights to all national and international destinations.



Asbury maintains an aggressive and timely approach to capital improvements.



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Cultural Opportunities

Asbury, Iowa offers a mix of local arts, community events, and cultural connections that reflect its rural-suburban character and ties to the broader Dubuque region. Asbury is also part and home to a branch of the Dubuque County Library System.

Asbury Park is a central gathering spot for community activities and seasonal celebrations, including outdoor concerts, holiday gatherings, and community recreation programs.

Located in the Dubuque MSA area, Asbury has access to the Dubuque Museum of Art, the Dubuque Arboretum & Botanical Gardens, The Grand Opera House, the Symphony Orchestra, and the Julien Dubuque International Film Festival, as well as other recreational and cultural activities. Asbury is also a short drive from the "Field of Dreams", located in Dyersville, Iowa.



The Meadows Golf Club is the premier golf experience in the Midwest

Religious Opportunities

Asbury, Iowa, is a growing community near Dubuque with a strong religious presence, offering a variety of congregations and ministries for people of different faiths.



Pedestrian Bridge at Althaus Wetland and Nature Preserve



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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:

- Administer all ordinances, resolutions, City Council policies and directives;
- Make a continuous study of the City government's operating procedures, organizations and facilities and recommend fiscal and other policies to the City Council whenever necessary;
- Prepare and administer the City's annual operating budget;
- Supervise the City's administrative policies and procedures, including personnel and purchasing;
- Keep the City Council informed on the progress of its programs and status of its policies;
- Recommend policies and procedures for City Council consideration;
- Coordinate and direct all City services provided through the various departments;
- Study possible joint arrangements with municipal boards and commissions, make recommendations for such arrangements as are mutually acceptable and coordinate these activities as agreed upon;
- Assist the Mayor in any Mayor's duties as requested by the Mayor and as approved by the City Council;



Asbury Water Tower



The Library hosts a number of programs.



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The Position

- Assist the City Council and the Planning and Zoning Commission in carrying out of the comprehensive plan and to assist in all other forms of planning within the City Government;
- Act for the City in the exercise and execution of all policies and programs in which the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or the United States;
- Complete or supervise the completion of various State and Federal reports and forms;
- Serve as consultant for Federally financed programs, preparing applications, carrying out community information programs, assembling data on housing needs, analyzing probable program results, and advising other staff on program requirements;
- Represent the City at various meetings and conferences;
- Serve as Zoning Administrator;
- Prepare and maintain, in collaboration with the respective supervisors, the capital improvement plan for all City departments and make other special studies as directed;
- Supervise purchase of all materials, supplies and equipment for which funds are provided in the budget;
- Attend all meetings of the City Council unless excused by the Mayor or Mayor Pro Tem;
- Supervise and direct the official conduct of all officers and employees of the City whom the City Administrator has power to appoint; and
- Provide for the issuance, suspension and revocation of such licenses and permits as are authorized by law or ordinance, cause a record thereof to be kept, and collect and deposit with the City Treasurer all fees for licenses and permits.



Arrowhead Park



Asbury Park



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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.



Wedgewood Trail

The next City Administrator will be a confident leader who communicates well and can provide strong direction for strategic actions to achieve the community's ambitious vision. The City Administrator will become involved in the community and promote an atmosphere of quality constituent relations.

The next City Administrator should also possess an engaging personality, strong customer service orientation, and a collaborative nature.



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Priorities and Projects

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

- Implement Master Parks Plan that encompasses all Asbury Parks;
- Create plan to develop more housing/infill housing;
- Funding of reserves for building, plant, vehicles and equipment to fund replacement when the useful life is ended;
- Update utility infrastructure as needed when planning for future street improvements;
- Develop staff retention strategies, evaluating competitive wages, salaries, benefits and recognition;
- Succession planning for retirements;
- Set appropriate debt and property tax levels; and
- Review and update TIF valuations and debt capacity annually.

Application

The City offers a competitive benefits package and a starting salary between \$120-140K DOQ. City residency is preferred. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by August 15, 2026, 4:30 p.m. Central Time to theiamanagementconsulting@gmail.com. Inquiries can be directed to Theia Management Consulting, LLC at 515.322.6597.



Music in the Park



Community Days of Caring



Halloween Parade



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Announcement

The City of Asbury, Iowa (5,943), one of the fastest growing towns in the state, seeks a dynamic leader with outstanding budgeting, communication, planning, and economic development skills for its next City Administrator. Asbury is a growing community located on the western edge of the Dubuque, Iowa metropolitan area. Asbury's outstanding education, sense of community, and consistent growth offer a remarkable professional opportunity in an organization with talented staff and stable community leadership. The City Administrator will be highly visible and engage regularly throughout the community. The current administrator is retiring after nearly 23 years of service to the community. The City offers a competitive benefits package and a starting salary between \$120-140K DOQ. City residency preferred. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by August 15, 2026, 4:30 p.m. Central Time to 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 15, 2026, 4:30 PM
- Semifinalists notified: August 24, 2026
- Zoom interviews: August 26, 2026
- Finalist interviews: September 18 & 19, 2026
- Employment Agreement approval: by September 29
- Start of employment: The target date for beginning employment is November 30, 2026.



Asbury Welcome Sign



Cloie Creek Park