



RIVERSIDE, IOWA

City Administrator

Position Profile



Apply by August 16, 2026
theiamanagementconsulting@gmail.com



CITY ADMINISTRATOR POSITION PROFILE 2026

CITY OF RIVERSIDE, IOWA CITY ADMINISTRATOR

Community and Position Profile

About Us

The City of Riverside (1,068) is offering an exceptional opportunity for leadership in a unique and growing community.

Riverside is poised for growth due to its positioning along the 4-lane Avenue of the Saints/US Highway 218 just 15 miles from central Iowa City. However, it is also the home of the \$90 million Riverside Casino & Golf Resort, which welcomes 1.5 million visitors per year. Riverside is the “future birthplace” of Captain James T. Kirk of Star Trek (his birth is expected March 22, 2228), and is poised for tourism growth in this area as well.



Riverside Casino & Golf Resort greatly benefits the City of Riverside and the surrounding area in terms of sales tax, hotel/motel tax, and gaming tax revenue, direct payments, and additional grant opportunities through its nonprofit sponsor, the Washington County Riverboat Foundation. The vast majority of these funds are being used for capital improvements to provide for the long-term growth and improvement of Riverside.

Riverside is located in the far northeastern portion of Washington County, population 23,000, directly adjacent to Johnson County, home of the University of Iowa, and one of Iowa’s fastest-growing counties.





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Recent Accomplishments

- ☐ CDBG Downtown Revitalization project that transformed 6 deteriorated downtown properties into functional historic commercial spaces.
- ☐ Riverside Wellness Center, a 30,000 sq. ft. public recreation facility that received 74.7% bond referendum voter approval and is scheduled for bidding in Fall of 2026.
- ☐ Modernized operational workflows by increasing the use of technology, updating city codes and policies, and optimizing operations for resident experience and staff efficiency.
- ☐ Multiple water utility projects; wastewater treatment and sewer improvements.
- ☐ Various street replacement projects.
- ☐ Parks and Recreation projects, such as pickleball courts, a boat ramp, playground equipment, and the Captain Kirk Birthplace pocket park.

City Government

The City of Riverside has a mayor-council with appointed city administrator form of local government. The mayor is elected every two years and the five city council members serve four year overlapping terms. All council members are elected at-large. The mayor does not vote, and the city council appoints the city administrator. The city council meets in regular session on the 1st and 3rd Mondays of the month at 6:00 p.m. There is one council member currently serving under special appointment and there is a special election for the Council vacancy in September 2026.

The City employs five full-time employees, including the position of City Administrator. The City's annual budget for Fiscal Year 2027 is \$10,484,313, excluding transfers between funds. A breakdown of budgeted FY2027 city expenditures is as follows:

Public Safety- Police (Contract), Fire & Animal Control.....	\$1,562,923
Public Works- Streets, Lighting & Snow Removal.....	\$435,245
Health & Social Services.....	\$0
Culture & Recreation- Library (Contract), Parks & Rec, Cemetery	\$271,683
Community & Economic Development.....	\$95,500
General Government.....	\$514,390
Debt Service.....	\$0
Capital Projects.....	\$6,100,000
Proprietary- Water, Sewer & Garbage (All by Contract)	\$1,504,572
Total	\$10,484,313



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The major sources of city revenues, excluding transfers, include the following:

Property Taxes.....	\$973,085
Tax Increment Financing.....	\$47,565
Gaming Wager Tax	\$400,000
Local Option Sales Taxes.....	\$165,375
Hotel/Motel Taxes.....	\$160,000
Other/Miscellaneous Charges and Fees/Use of Money & Property.....	\$772,414
Proceeds from Debt.....	\$5,000,000
Road Use Taxes.....	\$148,400
Grants & Reimbursements.....	\$283,597
Utility Charges/Enterprise Fund Revenue.....	<u>\$923,400</u>
Total	\$8,873,836

The City's current tax rate is \$8.01980 per \$1,000 valuation. Total fund balances estimated for 6/30/26 are \$6,526,736. The City has no outstanding general obligation nor revenue debt.

City & Community Services

Riverside's city departments include: Fire, Streets/Parks, Water/Sewer, and Administration & Finance. Many services are delivered through contractual arrangements. The Washington County Sheriff's Office provides law enforcement services. The northern Washington County communities of Wellman, Kalona, and Riverside partner together to add an officer to the Sheriff's Office to allow for increased coverage in the northern part of the county.



The Riverside Fire Department is exceptionally well-equipped and supported for a small city department. Their outstanding facility welcomed an aerial ladder truck in 2023 and will be adding a new rescue engine in Fall 2026. RFD also provides EMS service and has funding support from an EMS levy approved in November 2025.

The City contracts with Kalona for library services and with PeopleService for the operations of the municipal water and wastewater plants. The water and wastewater



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plants have been upgraded in recent years to accommodate the casino as well as projected future growth.

Boards & Commissions include a Planning & Zoning Commission and Board of Adjustment. The community has a very active community partner in the Riverside Area Community Club, which plans the annual TrekFest and works to promote and improve the community. The Voyage Home Riverside History museum celebrates the community's rich heritage and historical features, as well as its Star Trek heritage.

Housing & Commercial Development

In 2016, the City of Riverside took the lead role in developing the Cherry Lane addition on the City's north side. In 2018, a Galileo Drive addition was completed adjacent to Cherry Lane. The success of these subdivisions has helped to attract private developer interest in Riverside. The City completed the annexation of 30 acres into the corporate limits for the Northern Heights Subdivision in 2023, a 71-lot subdivision under development by Apex Construction of Iowa City. The 14-lot first phase is complete.

The community enjoys great positioning along the 4-lane Highway 218/Avenue of the Saints, and commercial lots have been developed along both sides of the interchange in recent years. A focus on downtown improvement has included streetscaping and sidewalk improvements and a collaboration with Main Street Iowa to identify areas of strength and areas for improvement in the downtown district.



Riverside Casino & Golf Resort

The singular Riverside Casino & Golf Resort was approved by the Iowa Racing & Gaming Commission in 2004, and began operations in 2006. This \$90 million facility sits on 375 acres that were annexed into the Riverside corporate limits. It includes a 200-room hotel, several restaurants, and an 18-hole golf course designed by the renowned course architect

Rees Jones. RCGR employs approximately 700 employees and is one of the largest employers in Washington County. Renovations representing more than an \$11 million investment were completed in 2022.



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Iowa City Region

Riverside enjoys enviable positioning within 15 miles of the dynamic and growing Iowa City area, home of the University of Iowa and University Hospitals & Clinics. A variety of entertainment, from the Coral Ridge shopping mall, to Hancher Auditorium theatre and musical productions, to Big Ten athletics are easily accessible to Riverside residents. Johnson County, which includes Iowa City, is now estimated to include nearly 150,000 residents, which is a 14% increase from the 2010 Census.

Nearby Linn County, which includes Cedar Rapids and Marion and is home to Cedar Rapids Kernels minor-league baseball and the US Cellular Center multi-purpose arena, has an estimated population of nearly 225,000 people, which is a 6% increase from the 2010 Census.

Future Projects & Initiatives

The new City Administrator will play an important role in the following upcoming projects & initiatives:

- Complete Comprehensive Plan Update
- Evaluate utility operational and capital costs and create a long-term plan for rate structuring
- Codification update and implementation of online ordinance management system
- Construction of Riverside Wellness Center, a 30,000 sq. ft. public recreation facility
- Hall Park Playground project design and construction
- Potential Development of an RV/Waterpark that will include annexation and TIF rebate incentives
- Execution of IEDA Community Catalyst Building Remediation Grant for a downtown revitalization project at 40 W 1st St
- Prospective second CDBG Downtown District Revitalization Project
- To review recent and current City of Riverside capital projects, please see the StoryMap at:

<https://storymaps.arcgis.com/stories/44c98bc1adbe4ea089ecb6ac6dbebc3c>





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Duties and Responsibilities of the Position of City Administrator

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Exercises supervision over all municipal employees either directly or through subordinate supervision.

The Position:

The City Administrator is appointed by and serves under the general direction of the Mayor and City Council. The position is responsible for the overall administrative direction and supervision of all City employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Essential Duties:

- Draft, implement, coordinate, and administer the policies of the City Council.
- Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
- Prepare all resolutions, ordinances, policies, and procedures as approved by the City Council.
- Maintain a list of all funding sources available to the City.
- Maintain strong working relationship with local law enforcement and other local government officials.
- Represent the City at functions and meetings.
- Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
- Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
- Oversee the financial management of City Hall and the annual budget.
- Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.



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- Act as the main contact for all entities conducting business with the City. Examples include: City Attorney, engineering firms, contractors, vendors, and other outside organizations.
- Act as the Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
- Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
- Act as the City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.
- Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.
- Actively participate in county economic development organizations and other economic development activities.
- Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contact with local business owners.
- Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
- Assist businesses in the application and permitting process and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.
- Promote City-owned properties that may be for sale and the orderly development of related projects.
- Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.
- Lead any City fundraising campaigns.
- Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.



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- Work with local organizations in the development of activities and/or festivals to attract visitors to the City.

Knowledge, Skills, and Abilities:

The City Administrator should have extensive knowledge of management practices and policies. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedures of local government. The position requires excellent communication skills and the ability to communicate clearly both verbally and in writing. The position requires the ability to read and understand complex materials. The position requires the establishment and maintenance of cooperative working relationships with a wide variety of organizations and individuals. Position requires working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.

Announcement/Advertisement

City Administrator, Riverside, Iowa.

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. Riverside is home to the \$90 million Riverside Casino & Resort, which hosts over 1.5 million visitors annually. It is located in Washington County just south of the line with Johnson County, one of Iowa's fastest growing counties. Salary range is \$87,000 to \$97,000, depending upon qualifications, with full range of benefits.

Preferred qualifications include four-year college degree in public or business administration or related field and two or more years of experience in a public sector management position, including supervisory experience. Residency within 20 miles of Riverside is permissible, with residency within Riverside preferred. Riverside seeks an administrator that will embrace and become an important part of the community.

Applications should be submitted to theiamanagementconsulting@gmail.com. Application materials requested include: a cover letter, resume, and five work-related references. Apply by August 16, 2026 at 4:30 p.m. Central Time. EOE. Please contact Theia Management Consulting at 515.322.6597 with any questions.



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Tentative Timetable For Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by August 29. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

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| 1. Application deadline..... | August 16, 2026 |
| 2. Notifications of semifinalists for the position..... | August 18 |
| 3. Virtual interviews of semifinalists
..... | August 20 |
| 4. Candidates' tour the community, public meet and greet, and
Interviews..... | August 29 |
| 5. Offer of employment..... | August 29 |
| 6. City Council approval of employment contract | By September 7 |
| 7. Proposed starting date of employment
..... | 30-45 days post
employment offer |

