



Sheldon, Iowa City Manager



Apply by September 21, 2026 4:30 PM Central Time

The City of Sheldon, Iowa (population 5,512) seeks a strong, innovative leader with outstanding economic development, communication, and organizational development capabilities for its next City Manager. Sheldon is looking for a knowledgeable, assertive, and active leader who can support the elected officials in their policy-making efforts. Sheldon is located in northwest Iowa in O'Brien and Sioux counties. It is the largest city in O'Brien County, just 65 miles from Sioux City, IA and 70 miles from Sioux Falls, SD. Sheldon is at the crossroads of 4-lane Iowa Highway 60 and U.S. Highway 18, providing unique economic development opportunities and enjoying stable growth and community leadership. The City Manager will be active and visible throughout the community and a mentor to staff.

Please contact Theia Management Consulting
at 515.322.6597 with any questions.

Recruitment Timeline

Application Materials due:
September 21, 2026,
by 4:30 p.m. CT

Candidate Virtual Interviews:
September 26, 2026

Finalist Interviews:
October 9-10, 2026,
including community tours
and public meet and greet

Employment Start:
30-45 days post employment
agreement approval



Sheldon, Iowa

City Manager

Population 5,512

Our Community

The City has seen steady population growth since the 2010 census, with new housing starts. Sheldon is home to Northwest Iowa Community College with approximately 1,500 students on campus. The City partners with the college in the use of the Lifelong Learning and Recreation Center on campus. Dordt University and Northwestern College are also located nearby. The Sheldon Community School District serves the Sheldon, Matlock, Ashton, and Archer communities and has a student enrollment of 1,200+. There is also Sheldon Christian School.

The City combines a strong sense of community building on its enviable location to guide growth strategically. The city constructed a state of the art 14,500 square foot events center in 2016, Crossroads Pavilion, to host community activities, performances, conferences, and trade shows.

Sheldon's location has supported strategic and steady growth, with the City acquiring and developing Floyd Industrial Park and Sheldon Crossing. The City works to put infrastructure in place to support the community's growth, as evidenced by the recently-constructed water tower and the connection to the Lewis & Clark Regional Water System. The City partners closely with the Sheldon Chamber and Development Corporation on economic development initiatives.



Sheldon is a picturesque community with excellent outdoor recreation opportunities.



Sheldon's City Hall is located in the Sheldon Community Services Center, opened in 1939. This iconic Art Deco structure houses city offices, Police, Fire, and Community Ambulance Team, as well as the Sheldon Chamber and Development Corporation.



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Economy

Sheldon has a stable economy, tied to the agricultural industries in northwest Iowa. Rail and trade crossroads, farm co-ops, and regional transportation continue to play key roles in the economy. The unemployment rate falls below national averages. The cost of living is considerably lower than the U.S. average, particularly regarding housing and everyday goods, with 2 bedroom rent costing \$850 compared to \$1,430 nationally. It also has a relatively low Grocery Cost Index of 96 compared to 100 nationally.

Manufacturing employs a large share of the workforce. Local schools and NCC employ a large number in the educational sector, with Sheldon serving as an educational hub in the region. A steady base of local storefronts, professional services, and health care activities support the retail and services sector.

The median home value is \$220,402 and the median household income is \$62,159.

Sanford Hospital, Village Northwest Unlimited, and multiple manufacturing companies are large employers.



Celebration Days is Sheldon's annual town celebration.

The lighted parade is a festive community event as part of the official "Kickoff to Christmas" event.





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City Organizational

Sheldon is a Council-Manager form of government. The City is governed by a Mayor and a five-member City Council elected to alternative, four-year terms. The City Council meets regularly on the first and third Wednesday of every month at 4:30 p.m. The Mayor and Council are assisted by citizen boards and commissions including the Planning and Zoning Commission, Board of Adjustment, Parks & Recreation Commission, Airport Commission, Housing Review Board, Cemetery Board, Trails Board, Museum Board, Crossroads Pavilion Board, and Library Board. The City employs a full-time staff of 33, supported by part-time staff members and seasonal support. The total budget is \$18,412,803, including transfers, with a general fund of \$5,135,765 and levy rate of \$15.32968. The City police force consists of 8 full-time sworn positions. Fire protection services are provided by a part-time Fire Chief, supported by Paid Per Call department members. Ambulance services are provided by a full-time director and personnel.

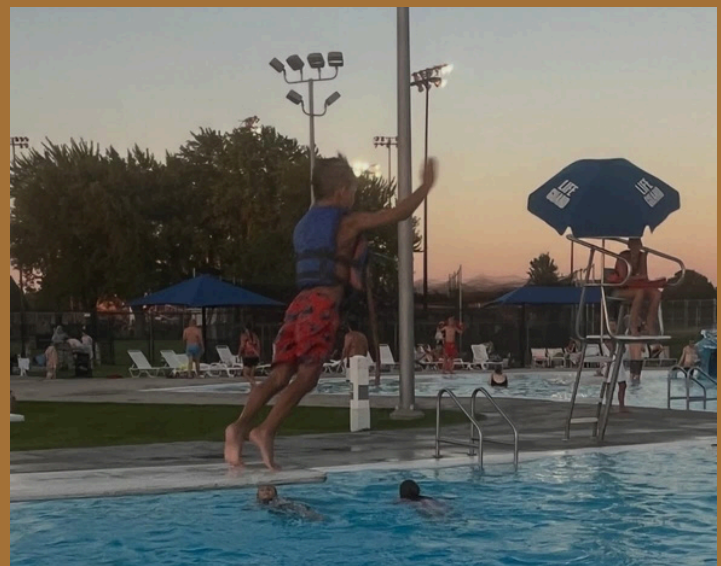
An organizational chart is available upon request.

Parks and Recreation

Sheldon Parks and Recreation has excellent outdoor and recreational opportunities, including camping, picnicking, disc golf, walking, biking, rollerblading, and hiking.

Sheldon is home to recreational trails and a public pool that features designated deep and shallow swimming areas, waterslides, and diving. The Sheldon Sports Complex serves as the primary venue for local youth and adult sports programs, providing baseball, softball, and flag football fields.

The recreation department coordinates year-round activities for a full range of ages. Programs include soccer, flag football, volleyball, and pickleball.



The Sheldon Outdoor Aquatic Center has a family-friendly atmosphere.



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Education

The Sheldon Community School District serves the Sheldon, Matlock, Ashton, and Archer communities and has over 1,200 students enrolled. With a student ratio of 14 to 1, the school reports high proficiency rates shown by strong scores in state-level reading and math assessments. Schools include local options like Sheldon East Elementary, Sheldon Middle School, and Sheldon High School.

Sheldon is also home to Northwest Iowa Community College with approximately 1,500 students on campus. The city partners with the college in the use of the Lifelong Learning and Recreation Center on campus. Dordt University and Northwestern College are also located nearby.



The brick trailhead archway located in Hills Park hosts donor plaques for the Sheldon Recreational Trail Head.

Transportation

Sheldon is well-served by a major state and U.S. Highway. There is also an east/west rail service via the IC&E Railroad supporting local industry and Union Pacific Railroad, a north/south connection. Regional public passenger transportation service is provided by RIDES. The Sheldon Regional Airport is a Level 2 commercial facility featuring a 4,199-foot concrete runway, Unicom radio service, and a courtesy van available for community transit. Commercial airports are located in nearby Sioux City, IA, Sioux Falls, SD and Omaha, NE, all of which handle domestic routes with global connections. The closest major international airport is Minneapolis-Saint Paul, located approximately 209 miles northeast of Sheldon.



Sheldon is home to Northwest Iowa Community College. The Health Sciences Building is part of a multi-million dollar campus expansion and modernization effort and houses health and medical career training programs.



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Cultural Opportunities

The Sheldon Prairie Museum is housed inside the historic 1908 Carnegie Library and features pioneer artifacts, military displays, and local historical archives. The Sheldon Public Library is also a hub of cultural activity.

The Sheldon High School Summer Theatre program is a community tradition. Students act, build sets, and manage stage operations for six weekly theatrical productions between early June and mid-July.

Multiple community festivals, such as the Celebration Days festival over Labor Day Weekend, contribute to the cultural opportunities in Sheldon.

Additional cultural opportunities also abound in nearby Sioux City and Sioux Falls, with access to art centers, museums, the Orpheum Theatre and Symphony, Lewis and Clark Interpretive Center, theaters, sculpture parks, and multiple annual events.



The 1908 Carnegie Library is home to the Sheldon Prairie Museum.

Religious Opportunities

Sheldon has a diverse faith community and is home to several active congregations including Lutheran, Baptist, Catholic, and nondenominational youth groups. Most offer Sunday morning worship, youth groups, and community programs.



The Library is a source of excellent programming, offering a wide variety of activities.





Sheldon, Iowa City Manager

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The Position

The City Manager is the chief administrative officer of the City and responsible for the effective and efficient administration of all municipal affairs. Appointed by the City Council, the City Manager oversees the daily operations of all departments and agencies, carries out policies adopted by the Council, and provides professional leadership in the management of city resources, personnel, and services.

Essential duties include but are not limited to:

- Enforcement of all City laws and regulations as directed by the Council;
- Administration of City policies established by the Council;
- Continuous study of the City government's operating procedures, organization and facilities, and recommendation of fiscal and other policies to the Mayor and Council whenever necessary;
- Preparation and administration of the City's annual operating budget;
- Supervision of the City's administrative policies and procedures including personnel and purchasing;
- Keeping the Mayor and Council informed on the progress of its programs and the status of its policies;
- Coordinating and directing all City services provided through the various departments;
- Appointment and removal of City employees in accordance with Council policies and ordinances regarding this activity;
- Oversee and supervise all City departments, offices, and agencies to ensure coordination and efficiency to operations;
- Conduct annual performance reviews with employees;
- Provide financial reports and recommendations to the Council;
- Serve as the public face of the City, maintaining effective community relations and positive public image;
- Represent the City in relationships with local organizations, regional partners, and state and national associations;
- Perform other duties as may hereafter be directed by the Council and the Mayor, such other duties to be compatible to the City Manager's office and permitted under law;



Downtown Trick or Treat is a popular annual event with younger residents.



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The Position

- Act as liaison between the City Council, City Staff, and the public to ensure transparency and accessibility in government;
- Advise the Council on the financial condition, administrative needs, and long-term planning of the City;
- Provide assistance to the various City and commissions;
- Supervise the performance of all contracts for work services to be done by or for the City;
- Provides leadership and direction in the development and implementation of short and long range plans; and
- Assist the City Council and Planning and Zoning Commission in carrying out the Comprehensive Plan.

This position requires a high degree of information sharing between the administration staff, department heads and other city team members, library, City Council, boards, and commissions, and the public.

Communication, economic development, organizational development, and project management are critical skillsets for this position. Candidates should have strong planning abilities and excellent financial management skills, including a good working understanding of Tax Increment Financing. The City Manager is expected to be highly visible and active throughout the organization and the community.

The community has experienced stable growth and is poised for continued economic growth and is currently working on a project that will bring a new plat of housing. Recent key initiatives in Sheldon, Iowa include a 47-acre residential land acquisition from the Anthony Pape Trust, West Park Street and D Street drainage improvements, downtown revitalization assessments, and commercial expansions like the Park Street development.

The community's goals are supported by active volunteer groups, the faith-based community, and dedicated staff.



Balin is Sheldon's K9 officer.



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Qualifications

it is preferred that candidates possess a Bachelor's degree in Public Administration, Business Administration, Political Science, or related field. Candidates should also have three to five years of managerial and administrative experience within local government and a minimum of five years of progressively responsible municipal management or equivalent leadership experience.

Demonstrated experience in budgeting, personnel management, and community relations is also required. ICMA membership or willingness to obtain such membership preferred. The new Manager should possess strong communication and interpersonal skills as well as exceptional financial management, planning, and economic and organizational development capabilities.

Additional qualifications:

- Strong leadership, management, interpersonal, and team-building skills with the ability to motivate staff and volunteers;
- Excellent oral and written communication skills;
- Ability to manage multiple tasks in a fast-paced environment;
- Ability to prepare and present effective oral and written reports;
- Knowledge of government budgeting practices and methodology;
- Proven sales, customer service, and conflict resolution skills;
- Proficiency in Microsoft Office Suite; and
- Familiarity with organization and functions of City government, City contracts for public services, budget, and finance.



Sheldon Public Library is a hub for community connection and activity.

The next City Manager will be an outgoing and community-oriented leader who communicates effectively and provides strong direction for strategic actions to achieve the community's vision. The successful candidate must have a significant knowledge base to support effective policy making and provide excellent counsel to elected officials. The City Manager will be involved in the community and promote an atmosphere of quality service and collaboration, with a keen talent for mentoring staff.

The successful candidate should also possess excellent character and top-notch listening skills combined with a strategic outlook and the ability to communicate this outlook to staff and Council.



Upcoming Projects and Priorities

Some upcoming projects that the new City Manager will need to focus on include:

- Review the aesthetics of the west, east, and south gateway corridors and prepare an improvement plan.
- Conduct an analysis of emergency services, including coverage areas, operational funding, facilities, equipment and compensation and create a long-range plan.
- Evaluate the condition of the Sheldon park system and park playground equipment, park maintenance levels, and create an improvement plan.
- Analyze daycare service options or expansion opportunities and consider partnering with Children's World to reduce the cost for parents who want to return to work and partnering with large businesses on the cost of daycare for their employees.
- Budget under the new legislative requirements;
- Implement new financial management software;
- Manage a bond issuance for a number of TIF projects;
- Oversee the residential land development on the south side of town on ground recently purchased by the City (to be developed in phases);
- Collaborate with the school district for parking lot and pickleball court renovation;
- Evaluate storage needs for the pavilion and develop funding plan for addressing those needs;
- Evaluate lift station condition and develop replacement plan; and
- Complete a listening tour of elected officials, staff members, and community leadership.

**Where Families Come First!
...and Business is BOOMING!**



The prominent new 500,000-gallon pedestal water tower in Sheldon, Iowa, was fully erected and completed by August 2023.



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Announcement/Advertisement

The City of Sheldon, Iowa (population 5,512) seeks a strong, innovative leader with outstanding economic development, communication, and organizational development capabilities for its next City Manager. Sheldon is looking for a knowledgeable, assertive, and active leader who can support the elected officials in their policy-making efforts. Sheldon is located northwest Iowa in O'Brien and Sioux counties and is the largest city in O'Brien County, just 65 miles from Sioux City, IA and 70 miles from Sioux Falls, SD. Sheldon is at the crossroads of 4-lane Iowa Highway 60 and U.S. Highway 18 providing unique economic development opportunities and enjoying stable growth and community leadership. The City Manager will be active and visible throughout the community and a mentor to staff.

It is preferred that candidates possess a Bachelor's Degree in public administration or a related field and significant experience in municipal management or leadership. The City offers a competitive benefits package and a starting salary range between \$105 - 150K DOQ. City residency required. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by September 21, 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: September 21, 2026, 4:30 PM
Semifinalists Notified: September 23, 2026
Virtual Interviews: September 26, 2026
Finalist Interviews: October 9-10, 2026
Employment Agreement Approval: by October 14, 2026
Employment Start: 30-45 days after approval



Sheldon is home to Northwest Iowa Community College (above). The Sheldon Community School District recently completed a \$34 Million renovation and expansion project for the Sheldon High School, funded by a voter-approved bond (right).

