



# City Manager



## Manchester, Iowa

Apply by February 6, 2026  
4:30 PM Central Time

The City of Manchester, Iowa (5,065) 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 Manager. Manchester is a growing community located in the northeastern quadrant of Iowa and enjoys an enviable location of being between Dubuque, Cedar Rapids, and Cedar Falls/Waterloo. Manchester's growth, impressive amenities, and closely-knit charm offer an outstanding professional opportunity in an organization with tenured and talented staff and stable community leadership. The City Manager will be active and visible throughout the community.

Please contact Theia Management Consulting  
at 515.322.6597 with any questions.

### Recruitment Timeline

Application materials due  
by: February 6, 2026, 4:30  
p.m. CT

Zoom Interviews for  
Candidates: February 11

Finalist interviews:  
February 27 & 28, including  
community tours and public  
meet and greet

Employment Start:  
30-45 days post employment  
agreement approval



# City of Manchester, Iowa

## City Manager

### Population 5,065



## Our Community

Manchester is the county seat of Delaware County, Iowa and enjoys a growing economy and is home to one of the largest whitewater parks in Iowa. The city combines a strong sense of community with a convenient location. Manchester offers quality schools, affordable housing, and a safe environment. The community is tight-knit, and residents enjoy access to beautiful landscapes including eight parks, rivers, and forests, including the upper Maquoketa Water Trail, recreational activities, and a strong sense of civic pride. The city's downtown area features a mix of historic buildings, bustling with local businesses that create the foundation of a strong economy. While agriculture remains a key industry,



**Manchester benefits from the efforts of the Vitality Endowment Fund that supports public arts and events.**

Manchester also benefits from a robust manufacturing, value-added agricultural production, healthcare (Manchester is home to the Regional Medical Center), and governmental sectors, as well as a growing retail and restaurant base.

Manchester was originally inhabited by Native American tribes, primarily the Meskwaki (Fox) and Sauk nations. The Maquoketa River was crucial to Manchester's growth as a key transportation route for agricultural products, timber, and other goods. The arrival of railroads in the 1850s further boosted the town's development by making it easier to transport goods like grain, livestock, and manufactured products to other parts of the country.



On the left, Manchester is home to one of the largest whitewater parks in Iowa.

On the right, the Rotary Club recently installed a new clock to celebrate its 100<sup>th</sup> Anniversary. The clock is located at Whitewater Park.







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## Economy

Agriculture has always been the backbone of Manchester's economy. Fertile soil and proximity to the Maquoketa River make this area ideal for farming, with outstanding production of corn, soybeans, and livestock. Agribusiness and manufacturing also play a key role in Manchester's strong economy.

The top 10 employers in Manchester/Delaware County are the Regional Medical Center, Epiroc, Stryten Energy, Henderson Products, Farm Tek, West Delaware Schools (facilities located in Manchester), Good Neighbor Society, XL Specialized Trailers, Collins Aerospace, and Kendrick Forest Products.



Volunteers play a key role in keeping Manchester's Parks in top condition.

## City Organization

Manchester is a Council/Mayor form of government with a City Manager. The City is governed by a Mayor and a five-member City Council elected to four-year terms. The City Council meets regularly on the second and fourth Monday of every month at 5:00 p.m. The Mayor and Council are assisted by citizen boards and commissions including Planning and Zoning Commission, Board of Adjustment, Board of Construction Review, Airport Committee, Parks & Recreation Commission, and the Library Board. The City employs a full-time staff of 32, supported by 7 part-time staff members and seasonal support. The total budget is \$15,532,271 million, including transfers, with a general fund of \$6,940,284 and levy rate of \$15.45410. The City police force consists of 10 full-time sworn positions with 1 civilian support position. Fire protection services are provided by a 32 member volunteer department. The City operates a water utility and a wastewater treatment plant.



Manchester benefits from excellent healthcare and counseling resources. The photo above is the ribbon cutting for RISE Counseling



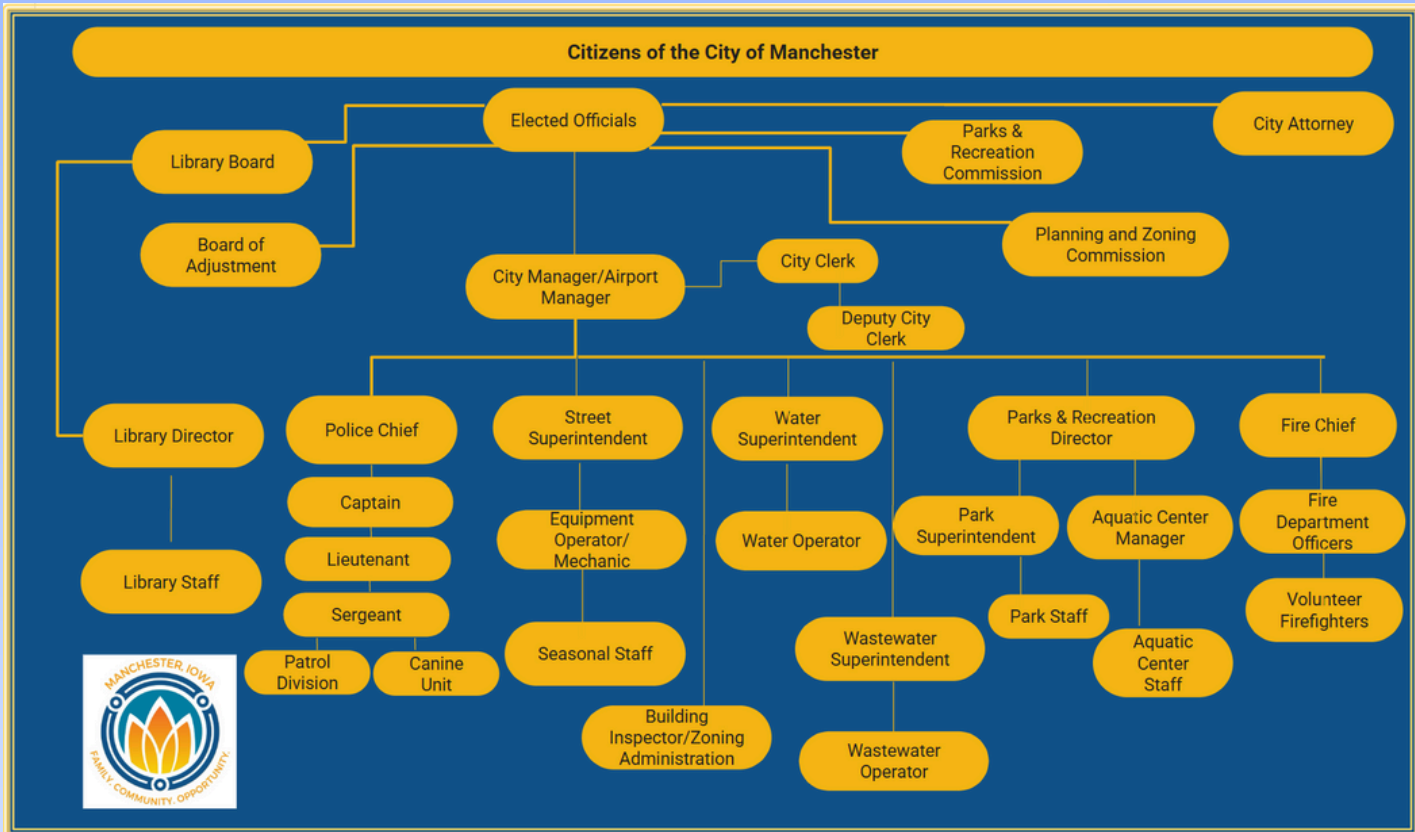
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## Organizational Chart



## Parks and Recreation

Manchester's Parks & Recreation oversees the maintenance of eight parks that include a variety of outdoor amenities, such as bikeways, walkways, and trails, which are accessible all year around.

Additionally, Parks and Recreation Department plans and manages diverse programs catering to all age groups. In 2024 the Parks and Recreation Commission partnered with MSA Professional Services to devise a long term strategic park plan. This document allows the City and the Parks and Recreation Department to take an overhead view of the Parks and Facilities in Manchester. The Park Plan highlights strengths, weaknesses and helps to create a vision of what the parks system may look like in the next 20 years and a road map of how to get there.



Kramer Aquatic Center features slides, diving, and spray fountains.





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## Education

The West Delaware Community School District (Manchester, Dundee, Greeley, Masonville, and Ryan), has approximately 1,400 students and has earned the US Department of Education Blue Ribbon High School. The District's facilities include an Elementary, a Middle, and a High School in Manchester. Opportunities for education in the region include NE Iowa Community College, (Manchester), Kirkwood Community College (Cedar Rapids), University of Northern Iowa (Cedar Falls), Upper Iowa University (Fayette), Hawkeye Community College (Waterloo), Luther College (Decorah), and University of Dubuque, Loras College and Clarke College (all three in Dubuque).



Students learn fire safety during Fire Prevention Month.

## Transportation

Manchester is well-connected by regional highways that make driving and access to nearby cities convenient. Iowa Highway 13 runs north-south through Manchester, connecting to U.S. Highway 20 and other regional routes. U.S. Route 20 is a major corridor that links Manchester with larger regional hubs such as Dubuque, Cedar Rapids (connected via HWY 13) and Waterloo, each about 40–50 miles away. The Region 8 Regional Transit Authority (RTA) serves Manchester and surrounding counties (Delaware, Dubuque, Jackson). It provides door-to-door services, including trips for general public, medical appointments, and commuter transportation. The Manchester Municipal Airport is a general aviation airport. Regional airports are available in nearby Dubuque, Cedar Rapids, and Waterloo. Larger airports are located in Des Moines (3 hours away), Chicago (3.5-4 hours), and Minneapolis, MN (4 hours).



Residents are currently collaborating with city officials to develop Manchester's comprehensive plan



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## Cultural Opportunities

Community theater, school productions, and church performances play an important role locally. The school often hosts concerts, plays, and art shows that are open to the public in Hanson Auditorium. Local musicians and performers are frequently featured at festivals, fairs, and seasonal events. Art is showcased on a regular basis through Manchester Public Library (a Carnegie Library) programs, pop-up exhibits, and community centers. Manchester also has a Municipal Band.

Gallagher Bluedom Performing Arts Center is located in Cedar Falls and Five Flags Civic Center, home to concerts, theater, and national touring acts, is in Dubuque. Alliant Energy Power House-Cedar Rapids is another close performance venue.

Regional museums include the Delaware County Historical Society, National Farm Toy Museum and Field of Dreams in Dyersville, Vesterheim Norwegian-American Museum in Decorah, and the Grout Museum District in Waterloo.

The Delaware County Fair, seasonal festivals, and farmers markets as well as sports events, provide major social opportunities throughout the year.



Manchester Municipal Shelter

## Religious Opportunities

Manchester has a robust faith community with more than a dozen churches of varying denominations.



Manchester Municipal Band





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## The Position

The City Manager 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 all City departments and plan, direct, review and participate in activities and projects of such departments.
- Assist the City in securing specialized and professional services as necessary.
- Represent the City in negotiations properly entered into in accordance with law or ordinance and represent the City at various meetings and conferences.
- Hire and terminate employees in accordance with policies established by the Council.
- Maintain employee files; prepare and administer special employment programs.
- Assist in the preparation of special studies or projects such as:
  - Revision of the Code of Ordinances;
  - Preparation of Capital Improvement Plans;
  - Preparation of Employee Personnel Policies, Job Descriptions, and Appraisal Format and Pay Plan.
- Recommend policies, procedures, resolutions, and ordinances for Council consideration.
- Coordinate activities of City government with the Police Department and other agencies.



Manchester Dog Park



Manchester Public Library offers a number of programs for all ages



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## The Position

- Serve as consultant for State or federally financed programs, prepare applications, carry out community information programs, assemble data on housing needs, analyze probable program results, and advise other members of the staff on program requirements.
- Complete or supervise the completion of various State and federal reports and forms.
- Assist in the analysis and application of standards and in formulating all phases of a comprehensive plan as assigned; assist in analyzing and applying census data.
- Attend Council meetings, make oral and written reports on City activities, and receive instruction from the Council.
- Attend meetings of various City committees, boards and commissions.
- Assist in preparation of annual City budget and preparation of other financial documents.
- Assist Manchester Enterprises, the Delaware County Economic Development Commission, the Manchester Chamber of Commerce and any other agency or group in efforts to obtain and maintain economic development.
- Perform such other duties as specified by the Council.

This position requires a high degree of information sharing between the administration staff, department heads and other city team members, library, City Council, and the public. Communication, economic development, financial management, and project management are critical skillsets for this position. Candidates should also have strong planning and development skills, including a good working understanding of Tax Increment Financing. The City Manager is expected to be highly visible and active throughout the community.

The former City Manager left after 20 years for an opportunity in a larger community in the Des Moines metropolitan area. The City's tenured and knowledgeable staff work well as a team.

The City has infrastructure that has been well-maintained and is currently developing a new comprehensive plan. Manchester has enjoyed recent growth in housing and is working to facilitate the development of recently-vacated downtown space.







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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 Manager 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, and intergovernmental relations.
- 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, including the Vitality Endowment Fund members, Chamber of Commerce, school representatives, board and commission members, etc.
- "Open door" policy, listen and follow through.
- 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.



The next City Manager will be a caring, energetic, and committed leader who communicates effectively and provides strong direction for strategic actions to achieve the community's vision. The City Manager 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

While infrastructure is always a need, overall the City has been extremely proactive and the infrastructure is in excellent condition. There are also several large projects underway and in the planning stages. The Anderson Street project will go to bid early in the tenure of the new manager. Additional projects on the horizon include downtown infrastructure revitalization (that will include new sidewalks, streets, water, and sewer), and Marion Street Bridge repairs and renovations.

Manchester has also been chosen by Wellmark, Iowa State University, and University of Iowa for a study related to making Iowa healthier.

The new manager will also work on housing projects, pedestrian safety enhancement, and ways to facilitate affordable childcare.

The City also recently completed a Parks and Recreation plan and the new manager will look at ways to program recommended improvements into the City's capital plan.



Downtown Manchester is home to an historic courthouse



Manchester Public Library





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## Announcement/Advertisement

The City of Manchester, Iowa (5,065) seeks a visionary leader with outstanding listening and communication skills, as well as economic development capabilities for its next City Manager. Manchester is a growing community with a strategic location in northeastern Iowa. Manchester'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. The City Manager will be highly collaborative and visible throughout the community. The City offers a competitive benefits package and a starting salary between \$125-135K DOQ. City residency required. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by February 6, 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: February 6, 2026, 4:30 PM

Semifinalists notified: February 9, 2026

Zoom interviews: February 11, 2026

Finalist interviews: February 27 & 28, 2026

Employment Agreement approval: March 9, 2026

Start of employment: 30-45 days after approval



Nearby Backbone State Park is the oldest state park in Iowa, built by the CCC in the 1930's.

