



— POSITION AVAILABLE —
Deadline Extended - Looking for a Few More Great Candidates

CITY ADMINISTRATOR

Apply ASAP but no later than February 13, 2026

Welcome to Cedar Falls, a place characterized by its idyllic river views, charming historical downtown district, and caring neighbors. The City is a balanced blend of big-city amenities and small-town charm. Located in northeast Iowa along the Cedar River adjacent to Waterloo and approximately 110 miles northeast of Des Moines, you'll find a community with warmth, stability, and a kind of Norman Rockwell feel. From its breathtaking scenery, to its delightful Main Street attractions, to its dedication to wholesome values, Cedar Falls is a place people love to call home.

In many ways, Cedar Falls is a recreational City. It sits adjacent to the Cedar River, next to the new Gateway River Park. Completed in 2025, the park was a major transformation for the city and the Cedar River Valley. It provides a wide variety of aquatic activities including river surfing, kayaking, tubing, fishing, and canoeing as well as new tourism and economic development potential.

The Cedar Valley is also home to an extensive network of over 125 miles of hard-surfaced and soft trails, where locals enjoy hiking, biking, running, and cross-country skiing. Whether



you're looking for a leisurely stroll, a challenging hike, or a scenic bike ride, Cedar Falls has a trail for you. With its extensive network of paths and beautiful natural surroundings, it's a great destination for outdoor activities year-round.

Cedar Falls is not lacking in nature's wonders. Just west of the City is Black Hawk Park, one of the largest county parks in Iowa. It has nearly 1,500 acres where visitors can camp, fish, hunt, hike, and bike. The park even boasts a gun and archery range for those hoping to work on their marksmanship. Along the City's eastern side is the Hartman Reserve Nature Center, a 340-acre woodland known for its rare grove of native Hawthorne trees, vernal pools, and restored prairies. The Center is also designated as a Watchable Wildlife, Monarch Waystation, and Important Bird Area.

Located closer to the Cedar Falls center are the Big Woods Recreation Area and Campgrounds. The community park is praised for its careful upkeep, quiet trails, and beautiful lake. Individuals who prefer to be on the golfing greens can schedule their tee time at one of the two public or one private golf courses in the City. Additionally, Cedar Falls operates over 40 parks and trails. Individuals and families can burn off some extra energy at the inclusive Place to Play playground, the recently expanded Cedar Falls Pickleball Complex, or at the dog-friendly Paw Park. The Cedar Falls City Recreation Division also puts together sports activities throughout the year. Youth can participate in flag football, soccer, volleyball, rugby, and more; adults can join basketball leagues, dance, and pickleball, for example.

Cedar Falls provides its residents with other opportunities to prioritize their physical and mental health. For instance, water lovers can visit the Community Natatorium with times set aside for specific activities, or they can head to the outdoor Falls Aquatic Center during the summer. For those who prefer indoor activities, the Cedar Falls Recreation Center offers equipment, group exercises, a track, designated exercise areas, and steam rooms.

The City takes pride in its heritage and offers seasonal opportunities for visitors to learn about the history of Cedar Falls. For instance, a trip to the Ice House Museum reveals how ice farming operations worked during the early 1900s. Other

notable locations are the Little Red Schoolhouse and the Behrens-Rap Filling Station. The City's oldest museum is the admission-free Victorian House Museum, an Italianate-style home built in 1863.

A quick adventure to the historic Downtown District can raise anyone's spirit. Train collectors love visiting Caboose Stop Hobbies, and bookworms can hardly get enough of Books on Main, and The Nook. Fashionistas enjoy perusing the wares at Grizzly Rose Co., L.B.L., and The Funky Zebras. Whether window shopping or searching for the perfect gift, Cedar Falls' Main Street is certain to please.

Cedar Falls' Main Street also houses an assortment of delicious eateries. Many enjoy a casual dining at Whiskey Road Tavern & Grill or at Tony's LaPizzeria, or fine dining at Montage. For the confectionary connoisseur, a little splurge at Chocolaterie Stam, Cottonwood Canyon, or Main Street Sweets is sure to satisfy one's sweet tooth. Additionally, Main Street is home to a variety of pubs and taverns for a fun night out.

Throughout the year, Cedar Falls hosts numerous events. Favorites include the Maple Syrup Festival in March, and live music every Friday during the summer at Live to 9, the September ARTapalooza, and the Holiday Hoopla festival in the Downtown District every December. Those seeking additional entertainment can catch a show at the Cedar Falls Community Theatre and listen to a performance at the Gallagher Bluedorn Performing Arts Center. Cedar Falls' greatest festivity is the annual Sturgis Falls Celebration, in honor of William Sturgis (the founder of the City when the area was originally called Sturgis Falls). This three-day event of activities, music, food, and parades is put together by a large number of volunteers. Over the years, the Celebration has donated over \$500,000 to various community causes and serves as a vital fundraiser for many local groups.

People do not just love Cedar Falls—they invest in it. Neighbors look out for one another and actively volunteer to serve their community. One example is the annual Pink Ribbon Run which is a 5K run/walk through beautiful downtown Cedar Falls. All proceeds from the Run directly support individuals facing the out-of-pocket expenses that come with a breast cancer diagnosis.

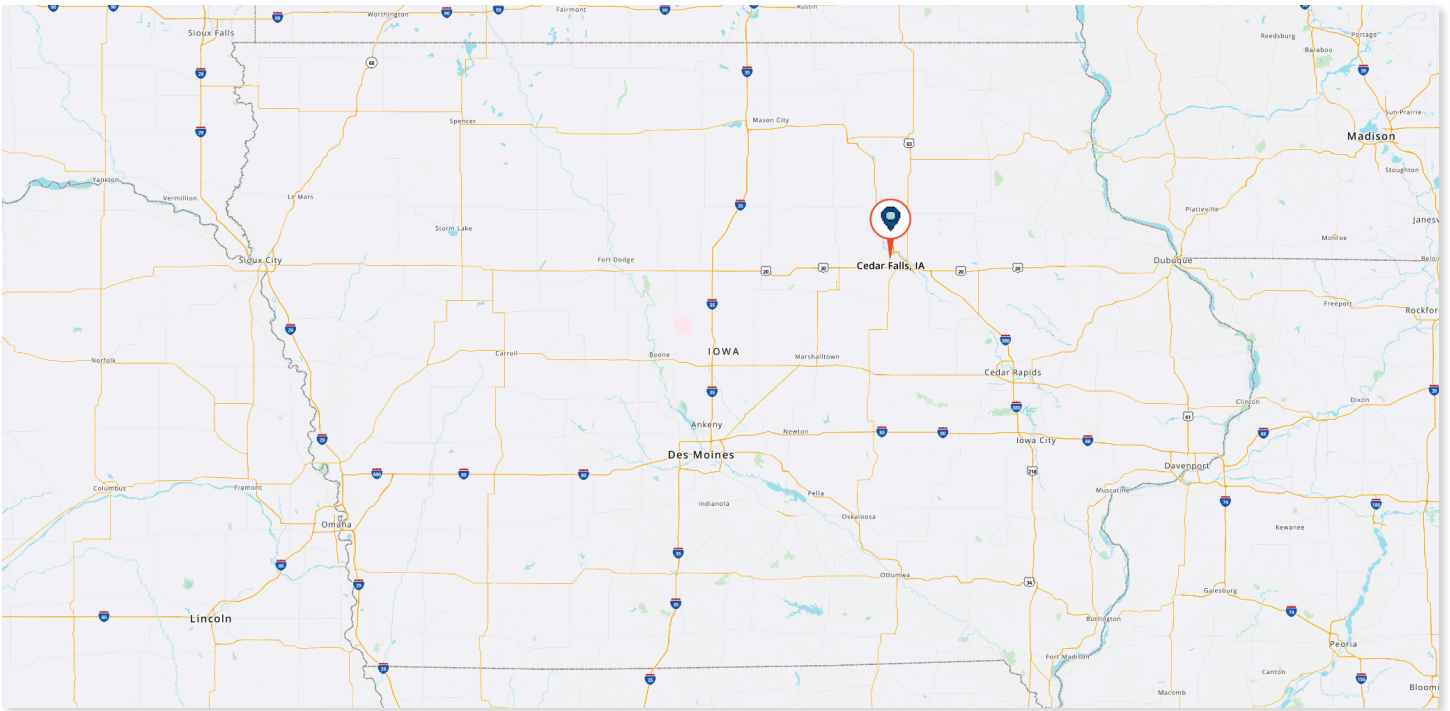


Figure 1: Location of Cedar Falls, IA

Another volunteer sampling is November's Cranksgiving, an annual charity drive. During the event, cyclists and runners participate in a food drive combined with a scavenger hunt to provide food and donations for the Northeast Iowa Food Bank and the Cedar Bend Humane Society.

Cedar Falls offers a robust quality of life, as well as great opportunities for young professionals and retirees alike. In fact, the City is ranked as #28 out of 178 for "Best Places to Live in Iowa" and #34 out of 178 for "Best Places to Raise a Family" (Niche, 2025). Neighbors are kind and welcoming. Additionally, crime rates are well below national averages.

Those living in the City have several options for housing including condominiums, townhouses, and single- and multi-family homes to select. As of December 2025, the median home sold price is \$299,500. A three-bedroom, two-bathroom home of approximately 2,000 square feet may be priced at \$369,900.

Schools in the City are highly rated. Cedar Falls Community School District has jurisdiction over much of Cedar Falls. The school district operates seven elementary schools, two junior high schools, and the newly built Cedar Falls High School. The Waterloo Community School District has jurisdiction over a

smaller portion of the City, and the area also has a small selection of private schools available for students to attend.

For those seeking higher education, Cedar Falls is home to the University of Northern Iowa. Ranked as #10 in the 2026 Best Colleges' "Regional Universities Midwest" and #2 for "Top Public Schools" (U.S. News and World Report); the University is understandably one of Cedar Falls' greatest treasures. Other noteworthy campuses include Wartburg College (16 miles north), Grinnell College (68 miles south), University of Iowa in Iowa City (87 miles southeast), and Iowa State University in Ames (95 miles southwest).

Although Iowa is not home to major league sports teams, Cedar Falls' populace roots for local minor league and collegiate teams. Many love the Waterloo Bucks baseball and Black Hawks hockey teams, and residents take special pride in cheering on their Northern Iowa Panthers, whether they are playing away or at home in the UNI Dome or the McLeod Center.

Many love to visit the nearby John Deere Tractor and Engine Museum and walk through the National Wrestling Hall of Fame Dan Gable Museum. Other nearby cities within a 15-mile radius include Waverly, Hudson, Dike, Evansdale, Elk Run Heights, and Raymond.

Though it's hard to imagine why someone might want to leave the City, travelers drive along State Highway 58 and U.S. Route 218. Those who choose to fly can head to the Waterloo Regional Airport (four miles east) to catch connections at Chicago O'Hare International. Frequent flyers can also visit the Eastern Iowa Airport in Cedar Rapids (70 miles southeast) or drive to Des Moines International Airport in Des Moines (over 120 miles southwest). River cruise enthusiasts can enjoy a trip down the Iowa River with the Scenic City Empress Riverboat at Iowa Falls (50 miles west) or take a historic tour of the Mississippi River through cruises found in the Quad Cities (141 miles southeast).

Cedar Falls is a flourishing city built upon a beautiful combination of nature, business, history, and community. It is an ideal place to live, raise a family, and grow professionally.

HISTORY

Initially inhabited by the Sauk and Fox (Meskwaki) tribes, the area eventually known as Black Hawk County experienced European settlement in the 1840s. In 1845, brothers-in-law William Sturgis and Erasmus Adams later settled along the Cedar River. They named the location Sturgis Falls.

In 1850, Sturgis Falls merged with the nearby Cedar City across the river. The community was then renamed Cedar Falls and was later incorporated in 1854. Cedar Falls was once the Black Hawk County seat, but this title was given to the nearby City of Waterloo in 1855 after a bitter referendum battle.

Cedar Falls experienced much growth for the next several decades due to its abundant resources and water power. One such area of growth was surprisingly from its Civil War Soldiers' Orphans' Home. Built in 1863, the institution underwent several name and facility changes before eventually becoming the University of Northern Iowa. Even today, the City takes great pride in its education and its relationship with the University.

DEMOGRAPHICS

See Table I for the City's demographic profile.

Table 1: Cedar Falls Demographics

Distribution by Race		Distribution by Age	
White	90%	0 to 15	15.0%
Black	1.5%	15 to 25	28.9%
Asian	3.3%	25 to 45	22.6%
Other	5.2%	45 to 65	16.9%
Total	100.0%	65 to 85	14.4%
Hispanic Ethnicity (all races)	2.8%	Over 85	2.2%
2025 Estimated Population: 40,662			

Educational Achievements (25 & Over) and Other Statistics	
High School or Higher	97.4%
Bachelor's Degree or Higher	49.2%
Median Age—Cedar Falls	29.8
Median Age—U.S.	38.9
Median Household Income—Cedar Falls	\$74,165
Median Household Income—U.S.	\$74,580
Poverty Rate	15.6%*
* Due to the high population at UNI	

Source: U.S. Census Bureau

CLIMATE

Cedar Falls has a humid continental climate and experiences all four seasons. Summers are warm, with average high temperatures in the 70's and low 80's, with average low temperatures between the upper 40's and low 60's. Winters can be particularly cold, as average high temperatures sit between the 20's and 40's. Average low temperatures are between the single digits to the upper 20's.

The region receives an annual average of 35 inches of rainfall and 34 inches of snow. Winter blizzards can happen on occasion. Cedars Falls also has some risk of tornadoes from April through June, with the most recent tornado being in 2008. In general, these situations do not impact day-to-day operations. Floods are a more common concern, as part of Cedar Falls is in a flood plain.

Table 2: Principal Employers, Cedar Falls, IA

Employer	Industry	Employees
John Deere Product Engineer Center	Agriculture, Construction, and Forestry Machinery	*5,000
MercyOne Medical	Healthcare	2,669
University of Northern Iowa	Education	1,811
Cedar Falls Community School District	Education	1,353
Hy-Vee Food Stores	Supermarket/Retail	1,325
The Western Home	Senior Living and Residential Care	1,052
Target Distribution	Retail and Logistics	840
Omega Cabinetry, Ltd.	Furniture and Home Furnishings Manufacturing	812
Martin Brothers Distributing Co., Inc.	Foodservice and Wholesale Distribution	710
Area Education Agency 267	Education	615

Source: Cedar Falls, IA 2025 ACFR

* This figure represents multiple locations in both Cedar Falls and Waterloo. The PEC center located in Cedar Falls has approximately 500 employees.

However, the City has alerts, evacuation plans, and flood services available to keep residents safe.

GEOGRAPHY

Cedar Falls is located in northeast Iowa. It is in Black Hawk County and is part of the Waterloo-Cedar Falls Metropolitan Statistical Area. The City is 30.29 square miles, comprised of 29.43 square miles of land and 0.85 square miles of water. Average elevation is 879 feet above sea level.

U.S. Route 20 runs east-west along the City’s southern border. Running north-south through the City is State Highway 58, as well as part of U.S. Route 218. The Cedar River runs west-east as it bisects the City’s northeastern section. Dry Run Creek and many of its branches span throughout the region. Almost 100 miles east is the Mississippi River. The closest city is Waterloo, located immediately east of Cedar Falls. Other nearby cities include Waverly (15 miles north), Hudson (10 miles south), Evansdale (12 miles east), Elk Run Heights (13 miles east), and Raymond (15 miles east). Cedar Falls is also 62 miles northwest of Cedar Rapids, 90 miles northwest of Iowa City, and 110 miles northeast of Des Moines. See Figure 1.

COMMERCE

The economic condition and outlook of Cedar Falls continues to be strong. Though other regions have been affected by the recent recession, the City’s economy has been insulated from many of these impacts due to the stability of the University of Northern Iowa and a diverse business sector.

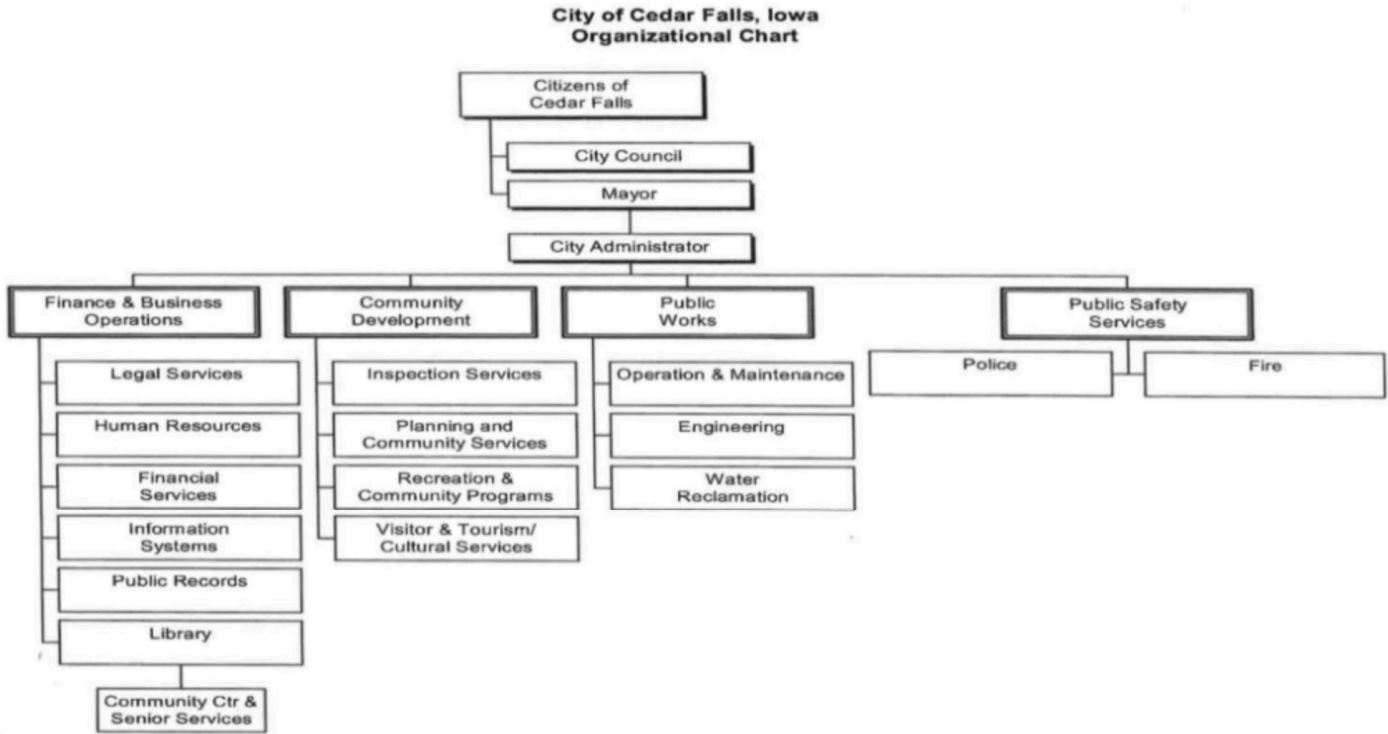
Cedar Falls also benefits significantly from having a strong municipal utility provider. Managed independently by a board of trustees appointed by the Cedar Falls Mayor & City Council, Cedar Falls Utilities provides water, power, gas, and communications services to residents and businesses of Cedar Falls. CFU is also one

of the leading utility companies in the nation for broadband, providing 10 Gbps fiber service community-wide with industry-leading reliability and rates. CFU was rated as the fastest ISP in the world by PC Magazine in 2020, and was recognized as one of the nation’s first gigabit cities over a decade ago. CFU is currently in the process of building out a new reciprocating-engine power center that will significantly expand the city’s power availability over the coming decade, and CFU customers spent \$1,200 less on utilities in 2024 compared to peer cities.

City staff have been actively pursuing economic development opportunities to expand business and industry in the Cedar Valley Region. Recent projects include the opening of an Amazon distribution center, completion of a Frito Lay warehouse and distribution center, and the launch of SimpleMining’s new crypto-currency mining facility and corporate office. Recent projects have also included the expansion of existing businesses such as Martin Brothers Distributing. Recently, the City acquired 76 acres of land to support future industrial expansion. All these factors have led to significant business growth and investment.

See Table II for the City’s principal employers.

FIGURE 2: CITY OF CEDAR FALLS, IOWA ORGANIZATIONAL CHART



THE GOVERNMENT

Cedar Falls uses a strong Mayor-Council form of city government. The Mayor is not a member of City Council and cannot vote. Instead, the Mayor may sign, veto, or take no action on ordinances, amendments, or resolutions passed by Council. They oversee the City Administrator. After the first Council meeting of each calendar year, the Mayor appoints one Council Member to serve as Mayor Pro-Tem. Additionally, the Mayor is elected at large during odd-numbered years. He/she may serve an unlimited number of two-year terms. The current Mayor has been reelected to serve a second term starting in 2026.

The City Council is comprised of seven members, two of which are elected at large. For the remaining five, each member is elected from one of the five wards into which the City is divided. City Council may serve an unlimited number of four-year terms. These non-partisan elections are staggered and held during odd-numbered years. Seats for Wards 2, Ward 4, and one at large representative will be up for election in 2027. Presently, five members are serving their first full term, one member has served a few years prior to her first full term, and one member is serving

his second term. Each Council Member has the best interests of the City at heart. They get along well and are looking forward to working with the next City Administrator.

City Council appoints and may remove the City Administrator by majority vote. As the chief administrative officer of the City, the Administrator is responsible to the Mayor and City Council for the management of all city affairs in accordance with city ordinance.

The City operates 16 divisions, which are divided into four departments—Finance and Business Operations, Community Development, Public Works, and Public Safety Services. Finance and Business Operations is comprised of Legal Services, Human Resources, Financial Services, Information Systems, Public Records, and the Library (which includes Community Center and Senior Services). Community Development contains Inspection Services, Planning and Community Services, Recreation and Community Programs, and Visitor and Tourism/Cultural Services. Public Works is comprised of Operation and Maintenance, Engineering, and Water Reclamation. Public Safety Services contains Police and Fire. See Figure 2 for Cedar Falls’ organizational chart.



For fiscal year 2025, Cedar Falls had a total budget of \$99,764,060, with a general fund budget of \$32,854,300. The City has approximately 226 full-time, 76 part-time, and 300 seasonal employees. The City also works with two unions: Public Safety Teamsters Union Local No. 238, which represent all full-time non-supervisory positions, part-time employees only represented for wages; and the Park and Public Works Teamsters Union Local No. 238, which represent most full-time non-supervisory positions, part-time/seasonal employees only represented for wages.

Cedar Falls is a full-service city providing municipal services, such as fire and police, garbage collection, planning, zoning, and sewer and storm water services. Additional City services include Cedar Falls Electric Utility, Gas Utility, Water Utility, and Communications Utility.

THE CHALLENGES AND OPPORTUNITIES

Every municipality has strengths and shortcomings, and Cedar Falls is no exception; however, the City has been well-run and is financially stable. It has a history of a steady government, which residents have come to admire and expect. The first challenge is to understand that the City has persisted with a strict financial discipline. Since 2020, Cedar Falls has maintained an Aaa credit rating from Moody's Investors services. As the highest rating available and one held by only a handful of other Iowa cities, it reflects the City's exceptional financial health. This discipline has kept the City financially sound. However, with potential property tax reform from the Iowa Legislature, the next City Administrator will need to work with residents, staff, and

businesses to diversify Cedar Falls' property tax base and continue to strengthen the local economy.

In a related matter, the Administrator will need to review zoning codes and ordinances to ensure that the right kind of development occurs. This kind of process helps to regulate land use and enhancement to certify that the growth and character of the community are promoted. While the City has a strong industrial base, it needs to be nourished and encouraged to help with development and an invitation needs to be extended for other businesses to establish themselves in Cedar Falls. The City will continue to become proficient in partnering and building better relationships with businesses and developers.

The second challenge is keeping up with the City's infrastructure needs. It is a daily struggle to keep up with the need to construct and maintain roads, buildings, parks, and water and sewer systems. The City is now in the process of designing a new water treatment plant facility which will be a major upgrade from its current system. In the past, buildings and facilities were built with little to no debt. New solutions will be needed, and methods prepared to help residents and stakeholders understand the costs associated with large-scale projects. This will be a challenging opportunity for the next City Administrator.

The third challenge is to provide more affordable housing options to serve the residents and potential new residents, especially those individuals who have the necessary skills and qualifications to staff the current and future industrial sites in the area. The City is making strides in providing more affordable housing, but more efforts and fresh ideas will need to be utilized to make housing more economical.

Finally, the new Administrator will be expected to review the City government and how it operates. While the City seems to accomplish its mission well, there is always room for improvement. The new City Administrator will need to ensure that the operation is running as smoothly and efficiently as possible. That said, implementing changes, such as dividing and reorganizing departments, and possibly hiring additional staff members is a skill that only an experienced Administrator can facilitate.

Appealingly, Cedar Falls operates a progressive Public Safety Officer model, which is a collaborative effort from the Police and Fire Divisions to provide more effective security to the community. Officers are cross trained between the two divisions, allowing them to perform both police and fire duties. This model has been in place since 2015 and has led to an increase in firefighters at fire scenes and more police officers on the street, all at a lower cost to the City.

The City's efforts to continue to improve its residents' quality of life will require Cedar Falls to work with other local cities, the county, and state officials. Hence, intergovernmental relations and working together to resolve regional issues that impact Cedar Falls will be important.

THE IDEAL CANDIDATE

The City Council is seeking an outstanding achievement-oriented leader and Administrator with a demonstrated track record. The Council is looking for someone to work with them as a partner, a supporter and a trusted advisor. The ideal candidate will help the Council to find creative solutions to the challenges it faces. At the same time, he/she will need to be able to speak up diplomatically when something is not realistic or achievable – of course, after thoroughly researching every reasonably possible option and avenue.

The ideal candidate will be a consensus and a team builder – someone who knows how to balance competing points of view and find common interests. Working collaboratively to solve problems and execute plans in a timely and efficient manner will be critical to the new Administrator's success. The best candidate will recognize the importance of community support.

Personally, he/she will be approachable, receptive, open, honest, intelligent, upbeat, friendly, outgoing, organized, ethical, transparent, and positive – someone with a can-do attitude and is visionary, yet practical. The Administrator will have excellent communications skills and know how to relate to a wide variety of groups. It is essential that he/she find ways to engage with the public, build trust and relationships, and be visible in the community.

Customer service will not be just a catchy phrase with the next Administrator but rather, along with integrity, a core principle and a way of life. She/he will be someone who leads by example and encourages the staff to find ways to work together with citizens to find positive solutions. Where that is not possible, the resident will be provided with a prompt and respectful explanation of why what he/she wants cannot be done.

The Administrator will also be someone who is analytical and, while respectful of the past and of current processes, always asking if there is a better and more cost-effective way to conduct business and to solve problems. Methodical skills, as well as a knowledge of how to utilize information technology to optimize processes and inform the public, will be very important.

Internally, the Administrator will support clear boundaries between Council and staff, and will delegate and encourage an environment where creativity can flourish. The individual will recognize talent, mentor that talent and be confident enough to then step back and let staff members do their jobs. The ideal candidate will give assignments and set broad performance parameters but will also expect results and to be kept informed. He/she will not hesitate to hold employees accountable, while also recognizing that no one is perfect and that not every seemingly great idea will be a success. Working with the staff and the public, the individual will be consistent, cheerfully persistent, and energetic.

In terms of specific skills, the individual will have demonstrated success in budgeting and finance, management, economic development and redevelopment, water and sewer systems, and strategic planning. Knowledge of and experience with intergovernmental relations will be important to the individual's success. The proven ability to manage multiple projects from conception to completion, on time and within a budget, will be an important skillset for the next Administrator.

The position requires a bachelor's degree in business administration, public administration, public policy or a related field, and at least five to ten years of increasingly responsible experience as a senior level government director. A master's degree or ICMA certification is preferred.

The Council plans to make a commitment to the candidate and hopes the selected individual will make a long-term commitment to the City. By working together, the new City Administrator and the Council can maximize what can be accomplished for the City.

COMPENSATION

The salary range is \$220,000 to \$260,000. The salary will depend on qualifications and experience. The City-offered benefits are excellent with offerings of vacation, sick leave with no cap, health, dental, vision, employer provided and voluntary life insurance, long term disability, flex spending accounts, wellness programs, and more. The City Administrator will be part of the Iowa Public Employees' Retirement System (IPERS); a 457 voluntary program is available/negotiable.

THE MOST RECENT ADMINISTRATOR

The previous City Administrator was released from his contract in July 2025. He served Cedar Falls for 19 years.

RESIDENCY

The City Administrator is required to live within the boundaries of the City of Cedar Falls.

HOW TO APPLY

E-mail your cover letter and resume to apply@cb-asso.com by February 13th. Please apply ASAP as resumes will be screened as they arrive. Questions should be first directed to Scott Krim at (801) 628-8364, then to Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

There is always the possibility of internal candidates, but the City Council is committed to a level playing field and the best person will be selected for the position, whether internal or external.

CONFIDENTIALITY

All applications will be kept strictly confidential (unless otherwise required by Iowa Code), and none will be released without the candidate's prior permission. Under Iowa law, the finalists' names will be made public, but only after we notify the candidate and he/she agrees to remain in the search.

THE PROCESS

Applications will be screened between January 31st and March 9th. Finalists will be selected on March 16th. A reception and interviews will be held on March 26th and March 27th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The City of Cedar Falls is an Equal Opportunity Employer. It strongly encourages women, minorities, and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the City, visit:

www.cedarfalls.com/

www.cedarfallstourism.org/

www.traveliowa.com/cities/cedar-falls-iowa/47/

www.growcedarvalley.com/

www.selectcedarfallsia.com/

City Budget (2025)

www.cedarfalls.com/1818/Fiscal-Year-2025

Comprehensive Annual Financial Plan (2025)

www.forms.cedarfalls.com/WebLink/DocView.aspx?id=824588&dbid=0&repo=CityOfCedarFalls&cr=1

Comprehensive Plan (2012)

www.cedarfalls.com/DocumentCenter/View/2418/2012-Cedar-Falls-Comprehensive-Plan

Strategic Plan

www.cedarfalls.com/DocumentCenter/View/4673/Cedar-Falls-2025

