



ASSISTANT CITY ADMINISTRATOR

City Administrator's Office

Annual Salary:
\$180,000–\$205,000 DOE/DOQ

Davenport, Iowa



Are you an accomplished local government executive who thrives on bringing people together, strengthening organizational performance, and turning strategic priorities into measurable results? If so, apply to become the City of Davenport's next Assistant City Administrator.

The City is seeking a collaborative, high-performing executive who will serve as a trusted partner to the City Administrator while helping lead one of Iowa's largest and most dynamic municipal organizations. This newly created full-time executive leadership position provides meaningful responsibility and the opportunity to help shape the City's next chapter through operational excellence, cross-departmental collaboration, and strategic execution.

We're looking for an exceptional servant leader who is

- An experienced municipal executive with an enterprise-wide perspective.
- Skilled at building relationships, fostering collaboration, and empowering staff.
- Comfortable working with elected officials while leading complex organizational initiatives.

If you're ready to help lead a resilient organization focused on innovation, accountability, and outstanding public service, we encourage you to learn more about this exceptional opportunity.

ABOUT THE COMMUNITY

Davenport is the largest city in the Quad Cities metropolitan region and serves as the economic and cultural hub of eastern Iowa along the Mississippi River. Home to more than 101,000 residents, Davenport offers the amenities of a larger metropolitan area while maintaining the welcoming atmosphere and affordability of a Midwestern community. Residents enjoy an outstanding quality of life supported by vibrant neighborhoods, excellent schools, expanding business opportunities, and abundant recreational amenities.

Situated along one of America's most iconic waterways, Davenport features more than 50 parks, miles of recreational trails, championship golf courses, riverfront attractions, and nationally recognized cultural institutions including the Figge Art Museum, Adler Theatre, Putnam Museum, River Music Experience, Freight House Farmers Market, and numerous annual festivals. Professional baseball, live entertainment, outdoor recreation, and a thriving downtown provide year-round activities for residents of all ages.

As the regional center of the Quad Cities, Davenport benefits from a diverse economy anchored by major employers including John Deere, Kraft Heinz, Amazon, Arconic, MercyOne Genesis, educational institutions, and a growing entrepreneurial community. The City's strategic location provides convenient access to Chicago, Des Moines, Cedar Rapids, and St. Louis while maintaining an affordable cost of living that continues to attract families and professionals alike.



POPULATION
101,728



MEDIAN HOUSEHOLD INCOME
Approximately **\$67,000**



MEDIAN HOME VALUE
Approximately **\$166,400**
AVERAGE MONTHLY RENT
Approximately **\$978**

Tourism



History



GOVERNANCE & ORGANIZATION

The City of Davenport operates under a Mayor-Council form of government with a professional City Administrator responsible for the daily administration of municipal operations. The Mayor and ten-member City Council serve two-year terms, with eight members elected by ward and two elected at-large. The City provides a full range of municipal services through fourteen departments and employs more than 1,100 individuals dedicated to delivering exceptional public services. As the largest city in the Quad Cities region, Davenport manages a diverse portfolio of public infrastructure, public safety, development, parks, utilities, and community services.

ABOUT THE JOB

Reporting directly to the City Administrator, the Assistant City Administrator serves as a key member of the executive leadership team and helps oversee the daily operations of one of Iowa's premier full-service municipal organizations. This newly established position strengthens executive capacity while ensuring City priorities are implemented effectively through collaboration, accountability, and strategic leadership. The City is experiencing positive organizational momentum, providing an outstanding opportunity for a collaborative leader.

The Assistant City Administrator will:

- Provide executive oversight of assigned operating departments.
- Coordinate cross-departmental initiatives and strategic priorities.
- Support City Council agenda development, policy implementation, and follow-up.
- Mentor department directors while promoting organizational excellence and leadership development.
- Enhance operational efficiency, customer service, and organizational performance across City government.

The successful candidate will help translate Council priorities into measurable organizational outcomes while serving as a trusted advisor to the City Administrator and an effective liaison between City leadership, employees, elected officials, and the community.

[Full Job Description](#)



DEPARTMENT STRUCTURE

Potential Leadership Portfolio:

- Community & Economic Development
- Information Technology
- Cross-department strategic initiatives
- Executive leadership support
- Council implementation and follow-through

ORGANIZATION QUICKFACTS

EMPLOYEES

1,177

BUDGET

\$271.6 MILLION

DEPARTMENTS

14

GOVERNMENT TYPE

**Mayor-Council with
Professional City Administrator**

KEY PROJECTS FOR 2027

- Strengthen executive coordination and implementation of City Council strategic priorities across all departments.
- Enhance organizational performance by improving cross-department collaboration, accountability, and operational efficiency.
- Support proactive economic development, business retention, infrastructure investment, and long-term organizational sustainability.

IDEAL CANDIDATE

The City of Davenport seeks a collaborative, emotionally intelligent executive who brings both operational expertise and a genuine commitment to public service. The ideal candidate has successfully led complex municipal organizations, understands the relationship between elected officials and professional management, and possesses the leadership skills necessary to unite diverse teams around shared goals.

This individual is approachable, humble, and relationship-driven, earning trust through transparency, sound judgment, and consistent follow-through. They are equally comfortable discussing strategic initiatives with City Council, mentoring department directors, analyzing budgets, or working alongside frontline employees to solve organizational challenges. Rather than relying on authority alone, the successful candidate empowers others, builds consensus, and creates an environment where employees are supported, accountable, and motivated to succeed.

Most importantly, the next Assistant City Administrator will embrace Davenport's vision for continuous improvement while helping position the organization for long-term success through thoughtful leadership, collaboration, and operational excellence.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Public Administration, Business Administration, or a closely related field.
- Seven to ten years of progressively responsible executive leadership experience in municipal government, public administration, or comparable executive management.
- Minimum of five years of supervisory experience.
- Valid driver's license.
- Ability to successfully complete a comprehensive background investigation.
- Residency within the City of Davenport within one year of appointment.

Preferred:

- Master's degree in Public Administration or related field.
- Experience serving as an Assistant or Deputy City Manager/Administrator.
- Demonstrated success leading cross-functional municipal operations.
- Experience working directly with elected officials and governing boards.
- Strong financial management, capital planning, and strategic implementation experience.

SALARY & BENEFITS

The City of Davenport offers a competitive executive compensation package with a starting salary of \$180,000–\$205,000, depending on qualifications and experience. Employees receive comprehensive medical, dental, vision, prescription drug, life insurance, and long-term disability coverage beginning on the first day of employment. The City's health plan features exceptionally low employee premiums, low deductibles, free non-specialty prescriptions at participating pharmacies, telehealth services, free elective procedures through a unique network, and access to an innovative employee health clinic.

Retirement benefits include participation in the Iowa Public Employees' Retirement System (IPERS), employer contributions to a 401(a) retirement plan, deferred compensation opportunities through a 457(b) plan, and employer-funded retirement health savings contributions.

Additional benefits include vacation and sick leave, thirteen paid holidays plus two floating holidays, relocation assistance up to \$10,000, monthly vehicle allowance, City-issued technology, an employee assistance program, and a comprehensive Total Wellness Program featuring biometric screenings, virtual fitness classes, health coaching, nutrition counseling, and personal wellness resources designed to support employees and their families throughout their careers.



HOW TO APPLY

Apply Here



For more information on this position, contact:

Clay Pearson, Senior Vice President, Executive Recruitment

claypearson@governmentresource.com | 713-816-8639

Applicants selected as finalists will be subject to a comprehensive background investigation. All applications will be kept strictly confidential and will not be released without the candidate's prior permission. The City of Davenport is an Equal Opportunity Employer.