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Marshall Village Administrator

<http://www.marshall-wi.com>

Village of Marshall (<http://www.marshall-wi.com>)

📍 Marshall

📅 Posted 2 months ago

Village Administrator – Marshall, WI (Population 3,909)

Job Announcement:

Located in close proximity and lying just east of Wisconsin's capital city of Madison along the dynamic I-94 corridor, Marshall is a growing village with a rich history and friendly people. It is a welcoming community that has good schools, safe neighborhoods, great parks and open spaces as well as outstanding recreational facilities. Marshall is a full-service community that prides itself on being a beautiful place to live, work, play, learn and visit as well as providing high quality municipal services.

Starting Salary Range \$90,000-\$105,000 plus excellent benefits, DOQ. Village President and six Board Members elected on a non-partisan basis. \$5.3M total budget including TID, Sewer and Water Utilities, 21 FT and 9PT employees. Future emphasis for the next administrator will include the following: implementation of the Village Comprehensive Plan; completion of the planning/construction of new Village Hall/Police Department; Fire Department Study including shared capital equipment plan; facilitation of business and residential expansion efforts; continued development of intergovernmental partnerships and sound fiscal management.

Qualifications:

Require Bachelor's degree in public or business administration or related field; prefer master's degree with at least 3 years of progressive municipal administrative experience. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Residency in the Village is strongly encouraged.

Desire a strong background in budget development/governmental accounting/finance (including TIF experience); economic development; community planning; grant writing and the ability to cultivate positive and productive relationships with the village board, staff and community members. The successful candidate will demonstrate an elevated level of professional and personal integrity; a strong work ethic (commitment to public service); open and positive communication skills and be innovative in municipal financing and programs. For more information, visit the community website at www.marshall-wi.com (<http://www.marshall-wi.com>).

How to Apply:

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Kevin Brunner: 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com (<mailto:kevin.brunner1013@gmail.com>); phone 262-903-9509, by April 3, 2023 or until position is filled.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

Job Features

Job Category	Village Administrator
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About PAA

PAA is a local government management consulting firm in the Midwest, specializing in the State of Wisconsin. Our team has proven expertise & experience in working with local leaders & has established an extensive network of contacts throughout the State & Region. For over 20 years, we have represented the best in public management!

Government Job Openings

Glendale Finance Director (<https://public-administration.com/jobs/glendale-finance-director/>)

 May 3, 2023

Omro City Administrator-Treasurer (<https://public-administration.com/jobs/omro-administrator-treasurer/>)

📅 May 1, 2023

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(<https://www.linkedin.com/in/kevin-brunner-810a07123/>)

([https://www.youtube.com/channel/UCB9FplHf1-](https://www.youtube.com/channel/UCB9FplHf1-cBU3A1lEXjVFQ)

[cBU3A1lEXjVFQ](https://www.youtube.com/channel/UCB9FplHf1-cBU3A1lEXjVFQ))

Contact Us

Public Administration Associates, LLC

1155 W. South Street

Whitewater, WI 53190

info@public-administration.com (<mailto:info@public-administration.com>)

262-903-9509 (tel:)

414-788-7028 (tel:)

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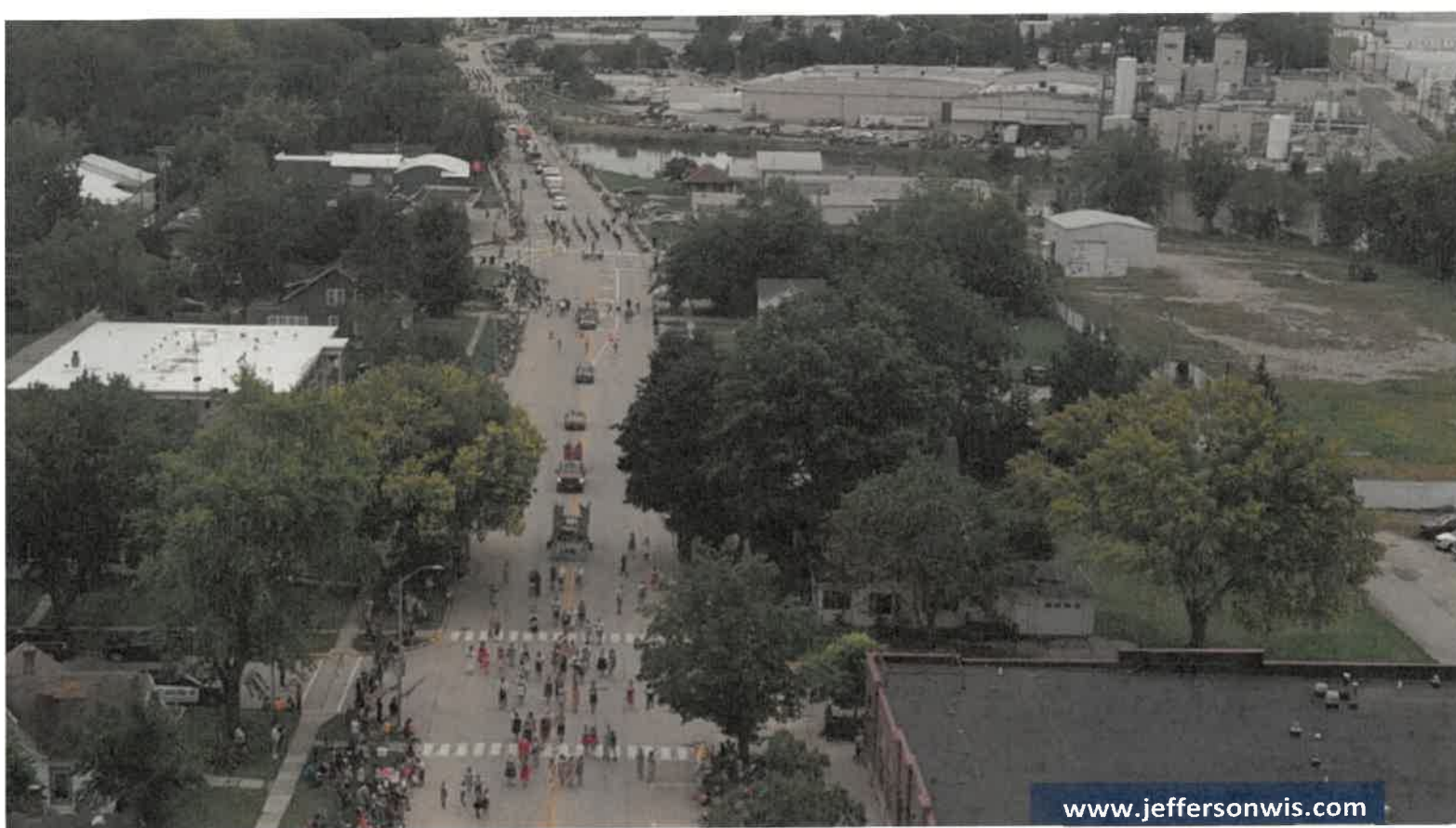
JEFFERSON

Director of Public Works

Position Profile



Public Administration Associates



www.jeffersonwis.com

The Community

Jefferson Township was first established in 1836 along the banks of the Rock and Crawfish Rivers. What is now the City of Jefferson operated under Town government until 1857, when the City of Jefferson was incorporated.

Jefferson's location was selected to make use of the area's waterpower and transportation opportunities provided by the Rock River. The City of Jefferson is the seat of Jefferson County. According to the U.S. Census 2020, the City of Jefferson is home to 7,793 residents which is a slight decrease from the 2010 U.S. Census figure of 7,973.

Jefferson is located only 9 miles south of Interstate 94 and has regional access to major economic and cultural centers such as Madison (25) miles, Milwaukee (35) miles and Chicago (130) miles.

Jefferson is a quaint Wisconsin community. Main Street shows off its vintage buildings and steeped churches built by German craftsmen. Two picturesque rivers flow through the middle of the city. The rivers are a focal point for both visitors and residents where they can float up, catch a concert, meal and even camp along the riverbank. The motto for the City of Jefferson is "We're going outside".

The School District of Jefferson encompasses an area of 94 square miles and operates five schools, including 3 elementary schools (PreK-5), one middle school (6-8) and one high school (9-12). The school district serves an enrollment of about 1900 students.

The Position

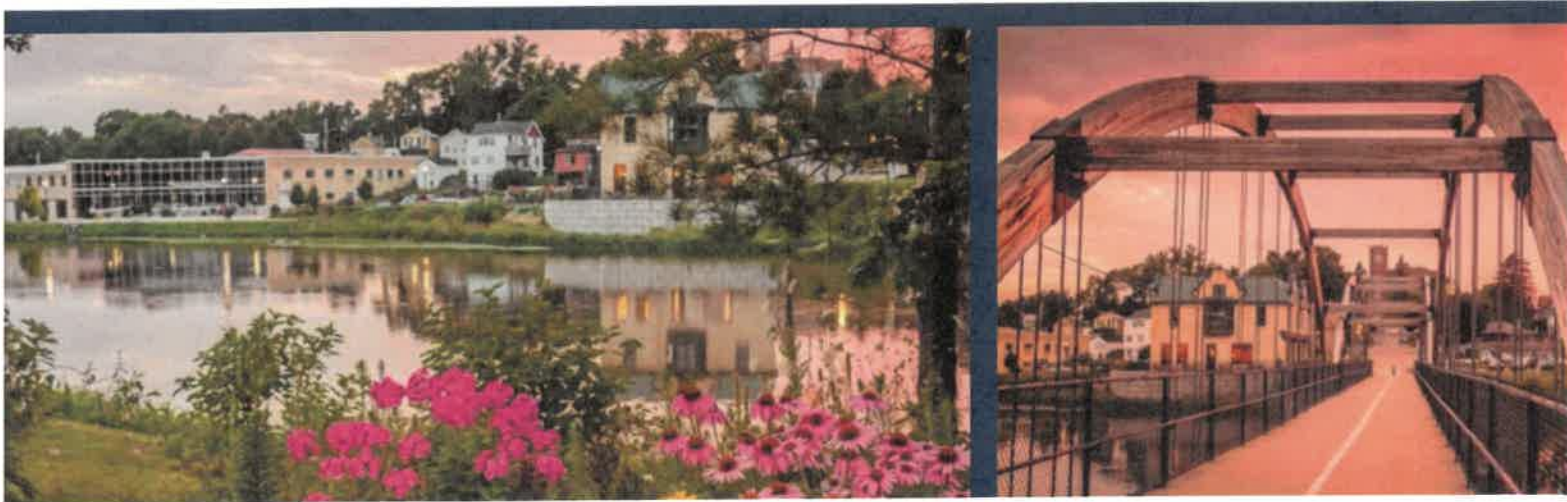
The Jefferson Director of Public Works leads the Public Works Department of the City and is responsible for the planning, directing, managing, and overseeing the activities and operations of the Department. The city government is comprised of a Mayor and Eight Alderpersons elected on a non-partisan basis. The Public Works Director/City Engineer reports to the City Administrator. The City provides a full range of public works municipal services including Yard Waste & Sanitation, Street Maintenance, Fleet, Engineering (contracted) and stormwater utility. There are 12 Full-Time and Part-time Employees currently working for the Public Works Department.

The Director of Public Works supports the work of the Common Council and City Administrator by coordinating official business and providing leadership and direction to the Department. The Director of Public Works is actively contributing to the overall management of the city as a member of the City's Senior Administrative Team. The Director advises and supports the City Administrator in consideration of general City policies, programs, and concerns and performs related work as required including the oversight of public works employees.

The Director of Public Works will administer an annual operating budget for FY 2023 that is \$2.2 M and an annual Capital Improvement Projects (CIP) budget of \$ 2.5 M.

To be successful as the Director of Public Works this individual must be able to:

- 1) Clearly and articulately provide information to the City Administrator and Common Council, other City Staff, and community stakeholders.
- 2) Possess an open and approachable demeanor in community engagement.
- 3) Serve as a role model for the Department in displaying dedication, energy, vitality, and the ability to accept new and exciting challenges, while at the same time being able to learn from and bounce back from setbacks,
- 4) Have the experience, capabilities, and confidence to assume full management responsibility for all public works services, activities and operations including administration, engineering, construction and maintenance of streets, yard waste, storm water, sanitation, fleet/facility and to be able to recommend and administer policies and procedures.



The Ideal Candidate

The City of Jefferson is seeking candidates who have demonstrated leadership in their past positions and exemplify creativity and innovation. The city desires a department leader who has the experience of leading a multi divisional department through a period of growth and challenges while possessing the strong ability to cultivate positive and productive relationships. The successful candidate will demonstrate a high level of both personal and professional integrity; open and positive communication skills with a willingness to be active and engaged in the Jefferson community, while leading by example.

The next Jefferson Director of Public Works must have excellent communications skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal integrity is a given. The city desires a candidate who fosters teamwork and who will support and encourage a positive working environment and professional development opportunities for public works staff.

The next Director must be able to work with other area stakeholders such as Wisconsin Department of Transportation, Wisconsin Department of Natural Resources, Jefferson County and others seeking additional funding for public works projects.

The Position requires advanced professional knowledge in modern theories, principles and practices of public works administration, engineering, capital project construction management, field maintenance operations, program development and administration. Requires advanced knowledge of applicable laws, codes, ordinances, and regulations governing modern and accepted public works construction, maintenance, and engineering practices. Requires advanced knowledge in the principles and practices of budget preparation and administration and the financial management of projects. Requires advanced knowledge of research and analytical methods. Requires sufficient math skills necessary to perform statistical analysis and interpret complex construction plans and maps. Requires sufficient knowledge of personal computer operations needed to properly operate common office software and used to construct relational databases that support department operations. The Position requires effective written and oral communication skills necessary to interact with a wide variety of individuals including members of the public, vendors, contractors, City staff, and elected officials.

The individual must possess or be able to obtain a valid Wisconsin license as a professional engineer within six months of employment. The individual must possess a valid Wisconsin driver's license. Possession of a commercial driver license, or the ability to obtain within one



JEFFERSON
W I S C O N S I N

We're going outside.



year of employment, is preferable and desirable. Residency in the nearby area is needed for emergency response.

Future Challenges and Opportunities

Jefferson's key assets include existing economic assets, natural/geographic assets, and community connections. The City's economic development vision guides redevelopment that builds off these assets. The City DPW Director Position helps implement this vision by identifying catalytic elements/projects which can act as stimulants to initiate expanded private development interest in the City of Jefferson while also considering public access to the two rivers which flow through the community, infrastructure improvements and changes, high-quality job creation, and sustainability.

Jefferson has the potential to expand its economic footprint and ability to accommodate 21st Century employers by addressing aging industrial and commercial stock and presenting companies with the potential locational and cost-saving advantages found in Jefferson. This is essential to recruiting and retaining businesses in a variety of sectors including heavy and light manufacturing, warehousing and storage, and assembly manufacturing.

Key highway interchanges and corridors bring travelers to Jefferson every day. These areas present opportunities for commercial and retail development, enticing travelers to stop and visit businesses – enhancing the quality of life for Jefferson residents, and providing new economic opportunities in the community. The City DPW Director Position assists in the identification and improvement of these key corridors to promote economic growth and stimulation.

The city has several sites that are currently underutilized and poised for infill development that will return them to productive uses while limiting the City's need to expand boundaries through annexation. This Position assists with the development of strategies that further efforts to repurpose these sites for new productive uses.

Salary Range

Starting salary range: \$92K-\$121K DOQ, plus excellent benefits.

How to Apply

Send cover letter, resume, salary history and five work-related references (one PFD) to Public Administration Associates, LLC, Attn: Bruce G. Stelzner, Associate, 18968 75th Avenue, Chippewa Falls, WI 54729; e-mail: bruce.stelzner@yahoo.com; phone 715-577-1330 by February 3, 2022.



Watch the Jefferson Director of Public Works Video Announcement.

<https://youtu.be/W2l8EqkMePQ>

Like many Wisconsin communities the City is experiencing a significant shortage of housing that appeals to varied demographics, including rehab of existing housing stock as well as new build. The City DPW Director assists community leaders with efforts to develop new markets for families, young adults, and empty nesters.



Monroe, WI – City Administrator

Position Profile



Public Administration Associates



www.cityofmonroe.org

The Community

Monroe is located in south central Wisconsin about 50 miles southwest of Madison, Wisconsin's State Capital. Affectionately known as the Cheese Capital of the USA, Monroe is a regional market center with a historic downtown Square, attractive parks, lively special events and an active arts center. Monroe's Swiss heritage and award-winning cheese making has earned it national recognition but it also has a wide diversity of businesses from truck body manufacturing to mail-order gift production and distribution. The scenic beauty of the community as well as its small-town quality of life with big city amenities make it a tremendous place to live, learn, work and play!

Monroe has a current population of 10,691. It is the seat for Green County. According to the 2020 US Census, there are 5,126 housing units at an average density of 915.4 per square mile (353.4/km²). The racial makeup of the city was 89.2% White, 0.7% Black or African American, 0.7% Asian, 0.4% Native American, 4.1% from other races, and 4.9% were from two or more races. Ethnically, the population was 7.6% Hispanic or Latino any race.

According to the American Community Survey estimates for 2016-2020, the median income for a household in the city was \$51,996, and the median income for a family was \$69,493. The per capita income for the city was \$31,308. About 8.0% of families and 10.7% of the population were below the poverty line, including 9.9% of those under age 18 and 15.9% of those age 65 or over. Of the population age 25 and over, 90.6% were high school graduates or higher and 17.4% had a bachelor's degree or higher.

The importance of dairy on Monroe's economy is clear in Monroe's high concentration of dairy product sales and cheese manufacturing, compared to the nation.

However, many other industries flourish in Monroe beyond dairy product manufacturing and sales. In fact, the second and third largest employers in Monroe are Colony Brands, Inc. (in production and distribution of mail-order gifts, with over 900 employees) and Monroe Truck Equipment (in manufacturing, with over 700 employees). Other major employers in Monroe are in similar industries including: Orchid Monroe LLC., Klondike Cheese Factory, and I Pace-setters¹³. Small businesses (1-4 employees) are also critical to the success of Monroe and comprise 64% of all such establishments in Green County.



Health care also has a large presence in Monroe. Out of the ten highest paying occupations in Monroe, seven are in the health care industry including: family and general practitioners, physicians and surgeons, pharmacists, physicians' assistants, nurse practitioners, and medical and health services managers. Jobs in the health care industry are also on the rise, with registered nurses being the fastest predicted growing occupation between 2014 and 2024 in Monroe. This emphasis on health care is likely due to the Monroe Clinic, which is the largest employer in Monroe with over 1,000 employees.

Monroe's parks include Twining Park, where the city's Swiss bandshell is located; Recreation Park, home to the city swimming pool; and Honey Creek Park, the site of a skate park. The city is the eastern starting point for the Cheese Country Trail, a 47-mile multi-purpose recreational path, and the Badger State Trail, a bicycle and pedestrian-only trail in summer and an ATV/snowmobile trail in winter. The "Cheese Trail" extends from Mineral Point to Monroe, while the Badger State Trail runs from the state line to Madison and connects to the Jane Addams Trail in Illinois. Both are former railway corridors. Monroe is also home to Stateline Ice and Community Expo (S.L.I.C.E.), the only indoor ice-rink in Green County.

The School District of Monroe is the largest school district in Green County, serving around 2,700 pupils, and having an open enrollment procedure. The school district maintains Monroe High School, home of the Cheesemakers, Monroe Middle School, Abraham Lincoln Accelerated Learning Academy, Parkside Elementary School, and Northside Elementary School. The district also has an alternative high school and middle school, as well as a virtual school. St. Victor Catholic elementary school offers grades K (four years old) through 5. Monroe has a campus of Blackhawk Technical College, the community's sole institution of post-secondary education.

Monroe's downtown Square area is located within Monroe's Historic Preservation District and is anchored by the historic Green County Courthouse that is currently undergoing its steeple renovation. Main Street Monroe oversees the promotion and development of the downtown and is a nonprofit program whose mission is to improve the quality of life for all Monroe residents by ensuring economic stability, maintaining historic integrity and making Monroe's downtown the focal point of the community. Monroe became a Main Street community in 2005 thanks to the efforts of many dedicated individuals committed to moving the city forward while preserving its past.

The Position

The City Administrator is Monroe's Chief Executive Officer (CAO) under Chapter 62 of the Wisconsin State Statutes. Monroe has operated under this form of governance since 2006 and has had three city administrators during the past 17 years.

As chief operating officer, the Monroe City Administrator is responsible for the implementation of the Mayor and City Council's policies and priorities as well as recommending the annual municipal budget. The City Administrator performs work under the direction of the Mayor and serves at the pleasure of the City Council. The City Council is comprised of nine (9) Alderpersons who serve alternating two-year overlapping terms. The Monroe Mayor is also elected to a two-year term. Donna Douglas has served as Mayor since April, 2022. The current City Council tenures in office are relatively short with six members serving in their first terms.

The Monroe City Administrator supports the work of the City Council and municipal boards and committees by coordinating its official business and providing leadership and direction to the organization. The City Administrator is expected to be actively involved in promoting the community and its economic development and further is expected to promote and maintain the City's strong business environment (the current City Administrator serves on the Monroe Redevelopment Authority (RDA) and regularly interacts with the Green County Development Corporation). The City Administrator hires city department heads (subject to Mayor/City Council confirmation) and other administrative staff and oversees the management of department-led projects and activities. The City Administrator is the face of the municipal government and should be very visible in the community representing the City organization.

The City Administrator oversees a \$25M total annual budget (all Funds), 88FT and 100+ PT employees. In addition, the City has a 5-Year (2023-2027) Capital Improvement Plan of approximately \$84.6M of which \$46.2M is for utility-related projects. In addition, the City has five (5) active Tax Incremental Districts.

Services provided by Monroe include airport, fire, police, public works, library, parks and recreation and utilities (including sanitary sewer, stormwater and water). A City Organizational Chart follows.



The Ideal Candidate

The next Monroe City Administrator must have excellent communications skills and be able to establish a good rapport with a wide variety of community stakeholders. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Monroe desires a leader who fosters teamwork and has a collaborative style who will support and encourage a positive working environment as well as professional growth opportunities for city staff. A passionate public servant who is humble, respectful and has a good sense of humor is also desired.

The City of Monroe is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions. Monroe wants a new administrative leader who has the experience of guiding a municipality or other complex organizations through a period of growth and organizational change while possessing the strong ability to cultivate positive and productive relationships with the Mayor, City Council, staff and residents alike.



Require Bachelor's Degree in public or business administration or related field; prefer Master's Degree with at least five years of progressively responsible administrative and leadership experience in a municipal organization. ICMA-CM designation a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate work accomplishments that directly relate to skills required. Residency in community is strongly encouraged.

The City desires a strong background in budget development and management; capital improvement planning and execution (including TID development/implementation); strategic planning; organizational change and development; economic development; intergovernmental relations; human resources administration and community engagement. Visit the community website at www.cityofmonroe.org for additional information.

Appointment to this position is expected in mid-June with the new administrator is start in late summer. It is anticipated that there will be a brief overlapping transition time with the interim city administrator.

Future Opportunities & Challenges

There are a number of opportunities and challenges for the next Monroe City Administrator including the following:

- Municipal Facility Planning and Development (A new DPW facility, new Senior Center and WWTP Improvements are anticipated)
- Development and expansion of Monroe business and industrial parks
- New Tax Increment District (TID) creation to accommodate planned future commercial growth
- Fire Department Organizational Improvements
- Staff Wage and Compensation Plan implementation
- Community strategic planning with city staff, Mayor, City Council, residents and community partners
- Continued cooperative intergovernmental agreements with Green County and the Monroe School District

Recruitment/Selection Schedule

4/4/2023 - 5/8/2023-Recruitment of Potential Candidates

5/8/2023 - Application Materials Due to PAA

5/11/2023 - Confidential Applicant Mini-Resumes/Candidate Reports Sent to Mayor and City Council

5/15/2023 - City Council Meeting (Executive Session) to Review Mini-Resumes and Selection of 6-10 Semi-Finalists

5/16/2023-5/26/2023 - Semi-Finalists Prepare Video Interviews and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Candidate

Week of 5/29/2023 - Special City Council Meeting(Executive Session) to Review Candidate Video Interviews/Reference Reports and Select Finalists

6/1/2023 (Day after City Council Selects Finalists) - Finalists Notified

Week of June 5th - Finalists Come to Monroe for Interviews/Assessment Center with Mayor, City Council and Staff

6/19/2023 (or Special Meeting During Prior Week)- City Council Meeting to Formally Approve Employment Agreement with New City Administrator

7/15/2023 - Approximate Start Date for New City Administrator (Assumes 30 Day Notice to Current Employer)/Brief Transition Period with Interim City Administrator



How to Apply

Send cover letter, resume, salary history and 5 work-related references (in one PDF file) to

Public Administration Associates, LLC

Attn: Kevin Brunner, President
kevin.brunner1013@gmail.com

Application Deadline: May 8, 2023

Confidentiality must be requested and cannot be guaranteed for finalists.

Learn More



Watch the Monroe City Administrator Video Announcement from Mayor Donna Douglas on YouTube. <https://youtu.be/Rm3trHWgyrE>

The organizational chart of the Government of Karnataka is structured as follows:

- Chief Minister**
 - Deputy Chief Minister**
 - Minister in Charge**
 - Minister in Charge, Agriculture**
 - Minister in Charge, Fisheries**
 - Minister in Charge, Horticulture**
 - Minister in Charge, Animal Husbandry**
 - Minister in Charge, Panchayats**
 - Minister in Charge, Public Works**
 - Minister in Charge, Transport**
 - Minister in Charge, Health**
 - Minister in Charge, Education**
 - Minister in Charge, Social Welfare**
 - Minister in Charge, Labour**
 - Minister in Charge, Industries**
 - Minister in Charge, Power**
 - Minister in Charge, Information & Public Relations**
 - Minister in Charge, Tourism**
 - Minister in Charge, Sports**
 - Minister in Charge, Culture**
 - Minister in Charge, Environment & Forests**
 - Minister in Charge, Space**
 - Minister in Charge, Atomic Energy**
 - Minister in Charge, Law & Order**
 - Minister in Charge, Justice**
 - Minister in Charge, External Affairs**
 - Minister in Charge, Defence**
 - Minister in Charge, Home**
 - Minister in Charge, Police**
 - Minister in Charge, Fire**
 - Minister in Charge, Civil Supplies**
 - Minister in Charge, Food**
 - Minister in Charge, Textiles**
 - Minister in Charge, Leather**
 - Minister in Charge, Handloom & Silk**
 - Minister in Charge, Paper**
 - Minister in Charge, Printing & Publications**
 - Minister in Charge, Book Production**
 - Minister in Charge, Film & Television**
 - Minister in Charge, Music**
 - Minister in Charge, Dance**
 - Minister in Charge, Theatre**
 - Minister in Charge, Circus**
 - Minister in Charge, Sports**
 - Minister in Charge, Games**
 - Minister in Charge, Recreation**
 - Minister in Charge, Amusement**
 - Minister in Charge, Entertainment**
 - Minister in Charge, Cultural**
 - Minister in Charge, Folk**
 - Minister in Charge, Tribal**
 - Minister in Charge, Backward Classes**
 - Minister in Charge, Scheduled Castes**
 - Minister in Charge, Scheduled Tribes**
 - Minister in Charge, Minorities**
 - Minister in Charge, Women & Child Development**
 - Minister in Charge, Social Justice**
 - Minister in Charge, Human Rights**
 - Minister in Charge, Labour Welfare**
 - Minister in Charge, Pensions**
 - Minister in Charge, Social Security**
 - Minister in Charge, Housing**
 - Minister in Charge, Urban Development**
 - Minister in Charge, Rural Development**
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 - Minister in Charge, Gram Panchayats**
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 - Minister in Charge, Panchayat Panchayat Panchayat**





Administrator-Treasurer

Position Profile



Public Administration Associates



The City

Omro is seeking a proven and experienced Administrator/Treasurer to lead its management team. Built along the banks of the beautiful Fox River in Winnebago County, Omro is located 8 miles west of Oshkosh. The city offers a perfect combination of business and residential amenities, and the convenient transportation corridors allow residents to commute easily to Oshkosh, Appleton, and Fond du Lac for work, shopping, and entertainment. With a population of 3,613, Omro retains a small-town feel, but presents a big-city attitude.

Omro offers growing businesses, job opportunities, a quaint downtown, and an expanding highway business district. Quiet neighborhoods feature a range of housing options and a spectacular rural landscape. The Fox River and its tributaries are enjoyed by fishing enthusiasts, wildlife watchers, kayakers, canoeists, and other recreational boaters. Omro is also in close proximity to the Wolf/Fox Pools of Lakes, including Winnebago, Butte de Morts, Winneconne and Poygan.

The City of Omro's total annual 2023 budget is \$ 5.1 million including Sewer and Water Utilities. The city has one active tax incremental district. City employment consists of 24 full-time and 45 part-time/seasonal employees. Future emphasis includes the need for a facility study of all city buildings (especially City Hall and Library), staff reorganization, implementation of the project plan for newly created tax incremental district, obtaining additional land for expansion of industrial park, pro-actively leading economic development efforts with other community organizations, and continued progress on capital improvement plan implementation, including sanitary and storm sewer improvements.

The Position

The Administrator/Treasurer is appointed by the 6-member City Council to serve as the chief administrative officer. The Administrator/Treasurer provides leadership, vision, and direction to the city services areas, implements City Council policy, and works with the City Council and administrative team to craft strategic and financial planning objectives.

The city provides robust municipal services including public safety (police), municipal court, street maintenance, sanitation, parks and recreation including an aquatic center, library, and general administrative services. The city also operates its own water and wastewater treatment utility. The Omro-Rushford Joint Fire Department is a volunteer organization.

Salary is \$95,000-\$115,000 DOQ plus excellent benefits.

Qualifications, Skills and Experience

Candidates are required to have earned a bachelor's degree in Public Administration or related field; Master's degree preferred with at least three years municipal management experience. Consideration of candidates with federal or state government experience, private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Residency is encouraged.



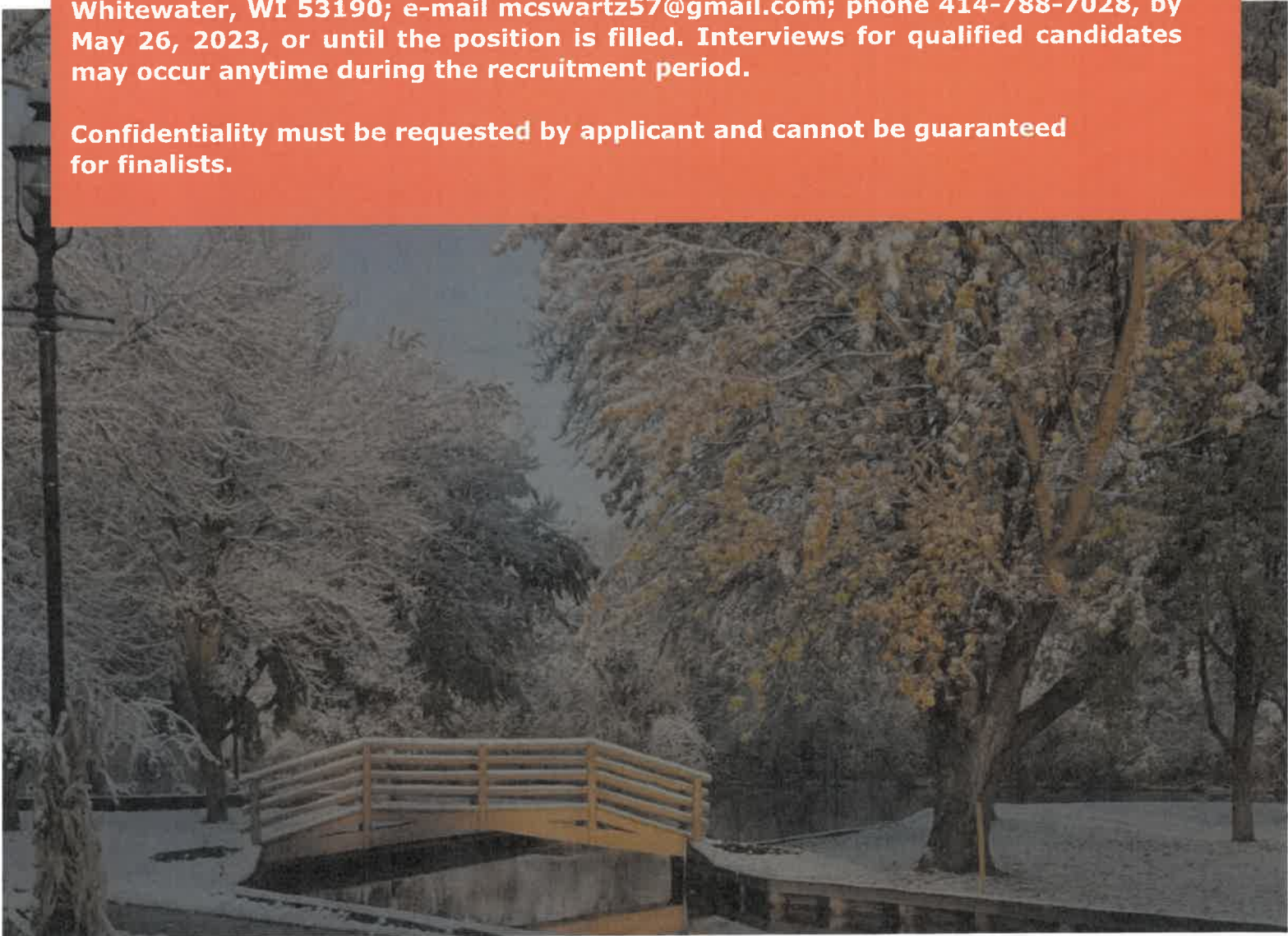
The Ideal Candidate

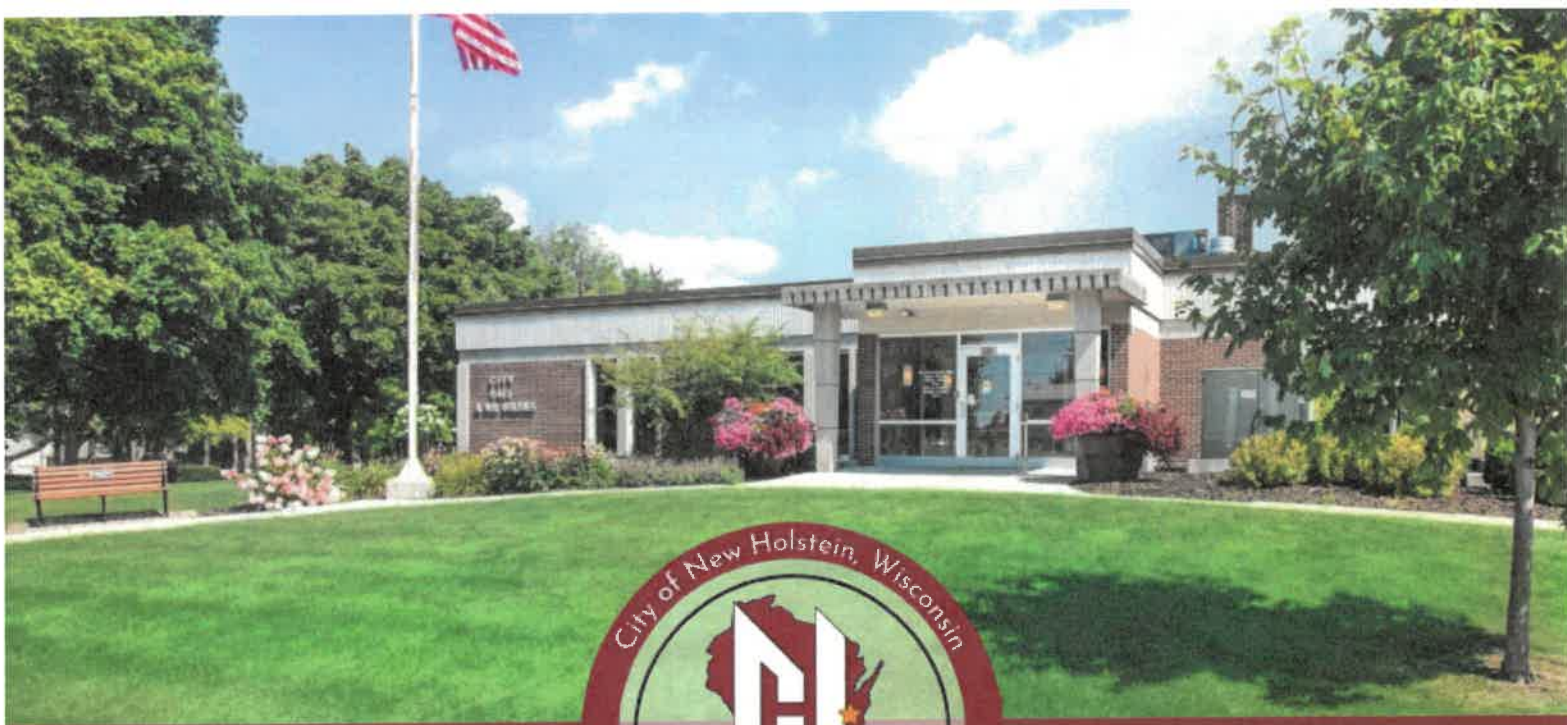
The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: budgeting and finance, debt management and financing, economic (re) development, human resource management, project management including contracts, community planning and zoning, and capital improvement planning. The preferred applicant will have a high level of both personal and professional integrity, a strong work ethic, dedication to public service, open and positive communication, team building, acute listening skills, and leadership in addressing community issues.

How to Apply

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Chris Swartz, Associate; 1155 W. South Street, Whitewater, WI 53190; e-mail mcswartz57@gmail.com; phone 414-788-7028, by May 26, 2023, or until the position is filled. Interviews for qualified candidates may occur anytime during the recruitment period.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.





City Administrator

Position Profile



Public Administration Associates



The City of New Holstein

The City of New Holstein (population 3,117) is located in southeastern Calumet County, a short distance from Appleton, Green Bay, Fond du Lac, Sheboygan and Manitowoc. New Holstein is a picturesque community with a historic downtown. Established as a city in 1926, New Holstein has served as an agricultural services and manufacturing community with excellent rail and highway systems. The City also has its own airport that services the entire region. The City maintains its small-town appeal and high quality of life balancing growth; progress; economic opportunity; and a strong, engaged workforce. The area has been recognized for its livability and family-friendliness.

The Position

The New Holstein City Administrator is the chief administrative officer of the municipal government and is responsible for the day-to-day management of city services. The City Administrator also holds the titles of City Clerk and City Treasurer and oversees the municipal airport. The Administration Department includes a full-time Deputy Clerk/Deputy Treasurer and part-time Administrative Assistant. The City Administrator is appointed by the eight-member Common Council and reports directly to both the Mayor and Common Council who are elected on a non-partisan basis.

City services include police, fire and rescue, public works, library, community activities and services, parks and forestry, and administrative services. The City's utilities, including water, wastewater, and stormwater, are managed by New Holstein Utilities. The City Administrator leads economic and community development efforts, including maintaining a close working relationship with the City's business community. Future economic development initiatives will include creation of redevelopment programs and focus on transformation of a 40-acre former manufacturing site into a mixed-use development.

The position will manage a total annual 2023 budget of \$4.8 million, including General Fund of \$2.7 million, Capital Fund of \$664,286, Debt Service Fund of \$609,268, Library Fund of 267,979, COPS Fund of \$89,776, and TID Funds of \$474,734. The unassigned fund balance in the General Fund, as of December 31, 2021, is 32 percent or \$1,033,371.

The City Administrator oversees 18 full-time positions, plus another 50 part-time and seasonal positions which include the paid on-call volunteer fire department and aquatic center employees.

Salary range is \$95,000-\$115,000 DOQ.



The Ideal Candidate

The candidate for the New Holstein City Administrator position should also be an innovator, team builder, and a leader in addressing community issues. The next City Administrator must have above-average emotional intelligence and listening skills as well as a collaborative style in carrying out governing body policies.

Skills and Experience

The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: financial and budget management, grant writing, intergovernmental relations, and economic development including redevelopment. Exceptional communication skills are also desired.

Qualifications

The position requires a bachelor's degree in public or business administration or related field; master's degree preferred. A minimum of three years progressively responsible administrative and leadership experience in a municipal organization is also required. Consideration of candidates with private sector state or federal government or military experience will be made if the candidate can demonstrate accomplishments that relate to required skills.

How to Apply

Send cover letter, resume, references, and salary history in a single PDF to DarrellHofland@gmail.com with email subject: City of New Holstein, WI by May 1, 2023 or until the position is filled. Questions regarding the position should be directed to Darrell Hofland, Public Administration Associates, LLC, at (920) 627-4538. Interviews for qualified candidates may occur anytime during the recruitment period.

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.

**For more information, visit the City of New Holstein website.
www.cityofnewholstein.org/**