

VILLAGE OF FALL CREEK, WI



RECRUITMENT FOR ADMINISTRATOR/PUBLIC WORKS DIRECTOR

POSITION SUMMARY

The A/PWD serves as the Village's Chief Administrative Officer under the general direction and policies of the Village President and Village Board, and acts as the liaison between the Village, private companies and other governmental units. The A/PWD is responsible for planning, organizing, coordinating, and directing activities and services to create growth, diversification and advancement of the Village consistent with the Comprehensive Village Plan. The A/PWD is also responsible for operation of the Public Works department consisting of Streets and Utilities operations; duties will encompass budgeting, staffing, strategic planning, communications and inter-governmental relations.

THE IDEAL CANDIDATE

The Village Board seeks an experienced administrator who desires to make the Fall Creek area their home and aims to become involved in the community, while engaging in continuous improvement efforts on behalf of the Village. The Administrator must be adept at building relationships, have strong interpersonal, managerial and collaborative skills, and the ability to form partnerships with key stakeholders within the Village, the surrounding community, other governmental entities and the business community. The Administrator must have strong financial skills along with a proven ability to develop staff and build a team. The ideal candidate should have a Bachelor's degree in public or business administration, public policy, finance, engineering or related field OR equivalent experience; and preference is a minimum of 2-3 years' experience in an executive-level administrative or municipal role with demonstrated responsibility for managing large projects, budgets, writing reports, and giving group presentations.

COMPENSATION AND BENEFITS

The starting salary will be in the \$65,000 to \$75,000 range depending on qualifications and experience. Additional benefits include: health insurance or health stipend; health savings account contribution; Wisconsin Retirement System; long-term disability; life insurance; generous holiday, vacation and sick time policies.

APPLICATION PROCESS

Submit resume and letter of application to: village@fallcreekwi.gov

For more information on the position or process, see www.fallcreekwi.gov or contact Village President Tim Raap at traap@fallcreekwi.gov

Deadline for submission: May 29, 2020

The Village of Fall Creek is an Equal Opportunity Employer. Should you require an accommodation during any phase of the recruitment process, please contact: 715-877-2177