

VILLAGE OF FALL CREEK, WI



RECRUITMENT FOR ADMINISTRATOR/PUBLIC WORKS DIRECTOR

We are seeking our first-ever Village Administrator/Public Works Director. The Administrator/Public Works Director (A/PWD) will assist the Village with providing a more efficient, effective and responsible government

under the direction of the Village President and Village Board.



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.

COMMUNITY PROFILE



Fall Creek is a prime location for residential living and business development—offering a small-town environment with the benefits of both a larger city and enriching environmental experiences within minutes. Our friendly community enjoys a country atmosphere, fine school system, and a business park to support growth of area businesses and local job opportunities. The community continues to embrace small town America, with events such as the annual Lions Club Fun Fest, ice cream socials, and functions at their historical museum.

Fall Creek is proud of its three village parks that include ball fields, tennis courts, fishing and picnic facilities, and other opportunities for outdoor recreational activities. Four miles north of Fall Creek is the Hobbs Observatory, an astronomical observatory that is owned and operated by the University of Wisconsin-Eau Claire’s Department of Physics and Astronomy. The Hobbs Observatory is home to the Chippewa Valley Astronomical Society, contains state-of-the-art equipment, and may be visited during public hours. Also located minutes from the village is the Beaver Creek Reserve—over 400 acres of a multi-dimensional environmental, educational, and recreational complex that operates year-round.



TAXATION-2017

Local Property Taxes

Effective Full Value Rate (per \$1,000)	\$20.26
Machinery, Equip and Inventory Tax	Exempt
Real and Personal Property Full Value	\$79,802,900

HOUSING

Number of Housing Units	2013-2017
Village of Fall Creek	602
Eau Claire County	43,422
State of Wisconsin	2,668,692

Source: U.S. Census, 2013-2017 American Community Survey 5-Year Estimates

DEMOGRAPHICS

POPULATION

	2010	2018*
Village of Fall Creek	1,315	1,264
Eau Claire County	98,736	102,816
State of Wisconsin	5,686,986	5,816,231

Source: U.S. Census *Estimate

EMPLOYMENT TRENDS

	2013	2017
Eau Claire Co. Labor Force	57,926	59,489

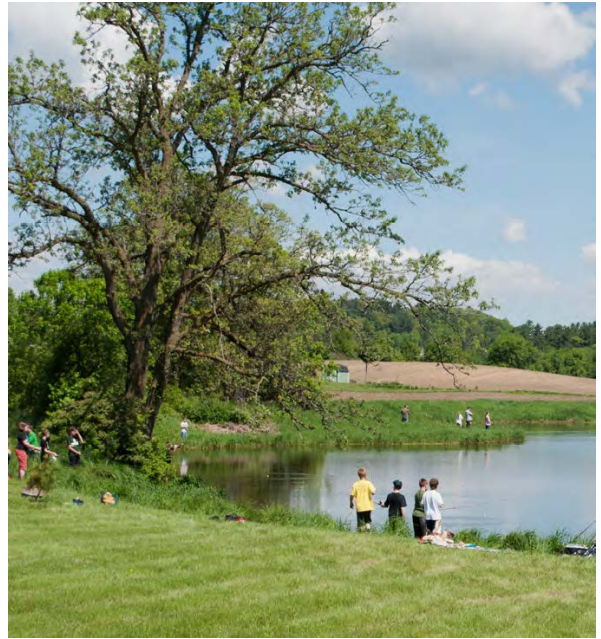
INCOME (PER CAPITA)

	2015	2016	2017
Eau Claire County	\$43,572	\$43,558	\$45,468
State of Wisconsin	\$46,571	\$47,426	\$48,941
United States	\$48,940	\$49,831	\$51,640

Source: U.S. Dept. of Commerce, Bureau of Economic Analysis

VILLAGE BOARD

The Village of Fall Creek is governed by a village board. The board consists of a president and six trustees who are all elected to two-year terms. Fall Creek provides a police department headed by a police chief along with one full-time officer and several part-time officers. The Village is served by a volunteer fire department. All emergency personnel are dispatched through the county wide Eau Claire Emergency Communications Center. In addition to standard services, the Village maintains the Fall Creek Public Library, which is part of the extensive (32 libraries) West-Central Wisconsin MORE public library system. Additional Village staff include two full-time in the Clerk-Treasurer's Office and two full-time in the Public Works Department.



The members of the Fall Creek Village Board are highly committed to serving the Village. Regular board meetings are held each month on the second Monday at 6:30 p.m. in the Village Hall at 122 E. Lincoln Avenue. All are welcome to attend. Citizen input is encouraged. [View Meeting Agendas and Minutes](#)

Timothy Raap
Village President
715-471-0017

Joyce Aldrich
Village Trustee
715-579-4741

Kelli Corbin
Village Trustee
715-577-4288

Bob Jenkins
Village Trustee
715-214-8206

Sheena Kaatz
Village Trustee
715-577-4823

Matt Mattoon
Village Trustee
262-914-6741

Karen Strasburg
Village Trustee
715-877-2565

Committees

The Village Board standing committees are listed below. * denotes committee chairperson / ** ex-officio Chairperson per §52-7.A(2)

Finance & Personnel
Timothy Raap*
Matt Mattoon
Joyce Aldrich
Sheena Kaatz

Parks & Recreation
Matt Mattoon*
Joyce Aldrich
Bob Jenkins

Public Property
Karen Strasburg*
Bob Jenkins
Kelli Corbin

Public Safety
Bob Jenkins*
Matt Mattoon
Karen Strasburg

Public Works/Streets & Sidewalks
Joyce Aldrich*
Sheena Kaatz
Kelli Corbin

Community & Economic Development
Karen Strasburg*
Kelli Corbin
Sheena Kaatz

FINANCIALS

General Fund

Annual budget of \$850,000.

General Gov't – 18%; Public Safety – 42%; Public Works – 24%; Culture, Rec, Ed-6%; Capital – 10%.

Revenues – 56% Taxes, 40% Intergovernmental.

Expenses – 52% Wages & Benefits, 23% Department Operations, 8% Utilities, 4% Commercial Insurance, 13% Professional Services & Capital.

Qualify for Expenditure Restraint yearly.

Successful Capital Equipment/Repairs Plan.

Debt Service Fund

Extensive work has been done on debt paydown.

Annual GF share of budget - \$50,000.

Successful TIF district

One primary industry, with a few smaller.

Primary client is stable & producing well.

District managed well. Small debt.

Expenditure period ends 2033.

1.5 million available expected increment to spend from current client base revenue.

Water & Sewer Funds

Approximate 550 customer base.

90% residential.

Both utilities have substantial debt.

User rates a concern for citizens.

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