



VILLAGE ADMINISTRATOR

Position Description

BOARD APPROVAL DATE:

GENERAL NATURE OF POSITION

The Village Administrator is the chief administrative officer of the Village. This position is responsible for the administration of the ordinances, services, and policies set forth by the Village Board and for the administration of all day-to-day operations of the Village. Shorewood Hills operates under the President-Board of Trustees form of government. Corporate authority to operate the Village is vested in the Village Board. The Administrator is responsible for and works under the direction of the Village Board and President. This is a full-time, non-represented, salaried, and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establish administrative procedures to increase effectiveness and efficiency of Village government according to current local government practices.
- Work cooperatively with Village Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Village President, or a Village Board member. Serves as staff to and attends the meetings of the Plan Commission, Zoning Board of Appeals, Finance, Public Works, Services and Personnel Committees. Also frequently attends other committee meetings.
- Keep informed about federal, state, and county legislation and administrative rules affecting the Village. Submit reports and recommendations to Board.
- Keep Village Board and President informed of state and federal law changes impacting the Village and that concern federal, state, and county funds available for local programs. Assist Department Heads and Board in obtaining funds.
- Represent the Village in matters involving legislative and intergovernmental affairs particularly with the City of Madison, University of Wisconsin, University of Wisconsin and Veterans Administration Hospitals.
- Act as the Village's chief public information officer.
- Establish and maintain procedures to facilitate communications between citizens and Village government to resolve complaints, grievances, and other matters.
- Provide leadership in the development of short/long range community plans; responsible for the planning and program analysis in the preparation of needed studies, reports, and recommendations.
- Develop procedures, methods, and techniques that meet the Village's present and future needs and improve efficiency, effectiveness, and quality of Village services and programs.

- Implement the administration of day-to-day business affairs of the Village.
- Meet frequently with the public to resolve problems and answer questions.
- Serve as Zoning Administrator.
- Oversee and administer the Village Tax Increment Finance (TIF) Districts.
- Attend Board meetings and assist the Village President and Village Board in the performance of their duties, including assisting with and making recommendations on policies and ordinances.
- Ensure that agendas and materials are prepared for Board, Committee, and other meetings.
- Assist in preparing ordinances and resolutions as needed.
- Keep President and Board informed of Administrator's activities by issuing oral or written reports as may be required.
- Recommend appointment, promotion, and suspension/termination of all full-time. Serve as Village personnel officer and delegate personnel tasks as appropriate. Ensure complete and current personnel records, including specific job descriptions for all Village employees, are maintained and updated as necessary. Responsible for the hiring, disciplining, termination, and setting starting wages for all seasonal and regular part-time staff.
- Coordinate and administer Village's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Personnel Committee and Village Board.
- Develop and coordinate implementation of high standards of performance for employees. Ensure that Village employees have proper working conditions and remain up-to-date on best practices for employee safety. Ensure compliance with local, state, and federal laws applicable to employment practices.
- Conduct labor negotiations and collective bargaining discussions and bring agreements to the prepared for Village Board for ratification; monitor and ensure compliance with the Village's collective bargaining agreements.
- Organize and conduct status meetings with Department Heads to coordinate programs to keep everyone current on Village programs and practices.
- Evaluate, at least annually, the job performance of Department Heads, and assist the Board and Committees in appointment, promotion, and suspension/termination of a Department Head. Ensure Village policies (Employee Handbook, Financial Policies etc.) are up-to-date and are communicated to Village employees.
- Assist Department Heads with regard to specific personnel matters and problem resolution.
- In conjunction with and under the direction of the Village Board and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual Village Budgets.
- Administer the adopted Village budgets and report current financial condition and Village's future needs to the Village President and Village Board as may be requested; research availability of alternate funding for local projects; advise the Board of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
- Administer and supervise the Village's accounting system and ensure that the system employs methods in accordance with current generally accepted accounting practices in conjunction with the Clerk-Treasurer.
- Monitor revenues and expenditures and maintain debt schedules.
- Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- Serve as Village's purchasing agent. Supervise purchasing and contracting for supplies and services. Coordinate, assist, and approve requests for proposals; assist Department Heads in the

preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Board approval. Execute contracts on the Village's behalf when authorized by Board directive, policy, or resolution.

- Implement ordinances, resolutions, and directives of the Village Board, and its committees. Report difficulties encountered and progress/completion to the Village President and Village Board.
- Represent the Village on ad hoc bodies or at meetings or projects directly affecting the Village.
- Ensure any and all delegated tasks are performed to the highest caliber.
- Other duties as assigned by the Village Board.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A Master's degree in the field of public or business administration, political science or urban planning is preferred.
- Experience in municipal planning and urban design.
- Governmental accounting and budgeting experience.
- Experience working with citizens, contractors, attorneys, engineers, design firms, government officials, etc., including with a diverse (economically, socially, and culturally) population and have a proven ability to foster positive and productive working relationships with others.
- Comfortable delegating work, accepting responsibility and working independently.
- Extensive public speaking and presentation experience.
- Experience with Emergency Management principles and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have working knowledge of governmental fund accounting; information technology and its various applications including social media, including Microsoft Office Suite; legal descriptions and documents.
- Must have knowledge of WI State Statutes, particularly Chapter 62 relating to Village; State Open Meetings and Records Act; generally accepted government accounting principles; Budget administration and monitoring.
- Must have excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations. Ability to multitask and modify priorities.

TOOLS AND EQUIPMENT USED:

Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and other related general office equipment. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and other software. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address Village emergencies including when out of town or after hours.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
- Needs sufficient personal mobility as to permit the employee to visit other village, city, county, state, and private-sector offices and work locations. Many meetings are off-site and require travel by automobile to locations outside the Village in all manner of weather conditions.
- Ability to manage a demanding schedule of early morning and late-night meetings.
- Ability to pass employment physicals including periodic drug testing.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., and 8:00 AM-12:00 PM on Fridays. Some evening and weekend work is required. Due to the nature of this position and the significant evening meetings that are required, this position is afforded the ability flex their schedule and perform work remotely within reason.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Public Administration Associates

Interim Administrator Services

Professional Resume of Jeffrey D. O'Dell

630 - 417- 2187 (Mobile)

jdoaeo@icloud.com

Employment – Professional Work Experience

Village Administrator, Village of Belleville, Wisconsin, 2,500 (November 2021 - December 2022)

- Coordinated preparation and completion of proposed and adopted FY 2022 and FY 2023 annual budgets.
- Proposed and implemented adoption of a new 5-Year Capital Improvement Plan for all street, water and sewer utility, and municipal building infrastructure.
- Coordinated with bond counsel and financial advisor solicitation and award of \$1,526,000 interim financing sewer system revenue bond for construction of Water Quality Trading phosphorus removal projects with four rural farm property owners.
- Recommended establishment of a short-term ladder investment portfolio for managing and administering the \$1,500,000 Stephen Fischer Bequeath to the Village of Belleville.
- Coordinated with USDA representatives, bond counsel, financial advisor, and bank to close on a \$3,600,000 loan for construction of the Belleville Public Library.
- Managed financial consultant services provided by CDA and Truity Partners to complete accounting tasks as a result of the long-term vacancy of the Village's Deputy Treasurer position.
- Prepared a Transportation Alternative Grant application leading to the award of a \$90,000 state grant to fund a Safe Routes to School study for enhancing access to all Belleville schools.
- Coordinated with auditing firm to complete tasks related to the Village's FY 2020 federal and state award audit and FY 2021 audit and financial statements.
- Negotiated a new 10-year contract extension with Pellitteri Waste Systems for all residential refuse and recycling services in the Village.
- Coordinated with the Village's management team and representatives of Civic Systems launch of the financial software conversion for all accounting services in the organization.

- Worked closely with the Village's financial advisor to complete a sewer user rate study in advance of closing on a long-term DNR loan to pay off interim financing required for the construction of Water Quality Trading projects.
- Coordinated all economic development activities including the negotiation and proposed sale of the Village's vacant library building working closely with the Village Board, Village Attorney, and proposed buyer of the property to finalize an offer to purchase the property per terms and conditions of the sale directed by the Village Board.
- Served as the Executive Director of the Village's Community Development Authority overseeing various economic development activities in the community.
- Prepared all Village Board and Plan Commission meeting agendas and served as the chief administrative officer for all meeting and agenda presentations. _____

Village Administrator, Village of Roselle, Illinois, 22,373 (June 2006 to May 2021)

Budget Administration and Economic Development

- Served as the village's chief administrative officer proposing, presenting, and administering the organization's annual \$45,000,000 annual operating, capital improvement, and enterprise fund budget.
- Maintained the village's \$18,000,000 general operating fund and year-end reserve levels in excess of the village board's unreserved fund balance policy for 10 of the last 11 budget fiscal years.
- Coordinated staff efforts to establish three TIF Districts and two Business Districts and increased local sales and property tax base through public/private partnership development agreements.
- Negotiated a \$14,500,000 TIF District redevelopment agreement with a private redeveloper for the development of an \$80,000,000 transit oriented project bringing 300 luxury apartment units and a 550 parking space public garage to the Village town center area and commuter railroad station.
- Collaborated with the village board to negotiate three separate sales tax sharing agreements with two local car dealerships and one hotel/banquet center keeping the businesses in town without requiring the diminishment of the existing sales tax base.
- Coordinated efforts with local legislators, other state and federal agencies, and staff to secure federal Surface Transportation Program and state Rebuild Illinois grant and member initiative funding for the village's infrastructure improvement programs.
- Worked with the Finance Director to coordinate issuance of \$25,000,000 in reduced debt service financing for public utility infrastructure improvements through IEPA low interest loans and the federal government's taxable Build America Bonds.
- Recommended the village board approve implementation of non-home rule eating establishment and hotel/motel taxes thereby increasing the general operating fund revenue base by \$400,000 annually.

Fiscal Sustainability

- Proposed and implemented the village's COVID-19 Budget Response Plan, obtained \$1,000,000 in Federal Cares Act funding, deferred various capital projects and equipment replacement, and established a hiring freeze for certain vacant positions ensuring no interruption in municipal service levels to the community throughout the Pandemic.
- Worked strategically with the village board and staff spearheading the village's recovery from a \$1,000,000 general operating fund deficit as a result of the Great Recession and historic economic downturn in 2009. As a result, general operating fund revenues have exceeded expenditures for the last eight budget fiscal years.
- Participated with two village trustees coordinating the formation of a Finance Planning Committee charged with further reducing operational expenditures, decreasing public safety pension fund liabilities, creating a two tiered employee salary and benefit plan, and reducing the number of fleet and apparatus vehicles in the organization.
- Coordinated with the village board, union representatives, and other employees to reduce and reorganize the village's full-time workforce, negotiated concessionary collective bargaining agreements with three employee unions, implemented a furlough day program, and eliminated non-essential municipal services without any impact to core resident and business municipal services.
- Coordinated independent consultant compensation and job classification study leading to implementation of new merit based pay plan for all non-union employees in the organization.
- Recommended and implemented a voluntary retirement incentive program for all eligible village employees leading to the retirement of four supervisors saving the organization \$350,000 in salary and benefit costs annually.

Organizational Development

- Worked with the village board and management team organizing and participating in four village board strategic planning processes, recommended outside facilitator for conducting each process, and served as facilitator for management team exercises to develop specific targets and initiatives to accomplish each strategic priority.
- Worked collaboratively with the police chief and representatives of Judson University to develop a Leadership Academy for 24 village supervisors or other employees aspiring supervisor positions in the future. Developed an adult instruction curriculum model covering topics such as time management, decision making, problem solving, budgeting, listening, and performance evaluation.
- Recommended and coordinated engagement of four separate consultants to conduct independent studies of the village's administration, fire, police, and public works departments leading to recommendations for greater department efficiencies and more effective delivery of municipal services.
- Assisted police and fire chiefs with consolidation of the village's 911 emergency public safety answering point services to DUCOMM's regional call center saving the village a one-time cost

of \$300,000 to replace existing equipment and future annual savings of \$250,000 in operating costs.

- Conducted department head recruitment and appointment processes utilizing outside consultants to administer candidate assessment center evaluations for specific police and fire chief appointments.
- Served as lead staff representative for conducting elected official orientation sessions for newly elected trustees reviewing all municipal operations and other village matters.
- Collaborated with the village's wellness committee and Alexian Brothers Medical Center to establish an employee wellness Initiative incorporating on-site health risk assessments and lunch and learn speaker programs designed to improve employee physical and mental health and well-being.

Intergovernmental Relations

- Prepared and negotiated IGA's between the village, DuPage County, and Cook County for local stormwater improvements and engineering review services related to the Illinois Toll Highway Authority's Elgin O'Hare I-390 improvement project.
- Directed a coalition of the village and four adjacent municipalities opposing the expansion of ComEd's proposed above ground public electric transmission line West Central Reliability Project successfully coordinating advocacy efforts with state legislators, the Illinois Commerce Regulatory Commission, and community members.
- Served on the DuPage Mayors and Managers Conference Board of Directors and appointed as Secretary Treasurer, Director of Budget and Operations Committee, Deputy Director of Transportation Technical Committee, and member of the Regulatory Issues Committee.
- Served on the DuPage County Fire Stakeholders Committee developing regional fire suppression and emergency medical services consolidation recommendations with area mayors, county board members, and fire chiefs.
- Served on the Suburban O'Hare Airport Commission and NORDCAT Consortium addressing regional transportation issues and cable television regulations.
- Prepared and negotiated bi-annual IGA's between the village and Roselle Fire Protection District for the provision of fire suppression and emergency medical services.
- Prepared and negotiated a boundary agreement between the village and village of Bloomingdale establishing jurisdictional boundaries between both communities.
- Prepared and negotiated multi-year IGA's between the village and Bloomingdale Township for the provision of mosquito abatement services to the community.
- Served as the Intergovernmental Risk Management Agency Executive Board Chair and on the committees of Training and Education and Loss Control Standards.

- Hosted bi-annual intergovernmental meetings for local school district, park district, and library taxing body administrators to discuss issues impacting local governments in the community.
- Coordinated mock on-site airplane crash disaster drill in the village's industrial district with local police and fire agencies and members of DuPage County's Office of Emergency Management.

Community Cultivation and Citizen Engagement

- Worked in partnership with the village board, residents, and business owners to conduct a community survey and town hall meetings to measure resident satisfaction with municipal services and gather input on the village's annual budget and strategic planning processes.
- Served as leader of a workgroup of various school, park district, and library elected and appointed officials in the community to develop and implement the Envision Roselle 2020 – 2050 Community Vision Plan. Development of the plan required public input through the use of surveys, resident and business focus groups, and a town hall meeting.
- Coordinated with community relations coordinator to complete a branding and marketing study involving resident and business owners to expand use of print and electronic publications, develop a new economic development initiative, and create a new brand theme for the village.
- Completed a non-profit organization initiative collaborating with representatives of the Lions Club, Historical Museum, Sister Cities Association, and Flags for Roselle to transition various special event and other community program activities administration from the village to these other fraternal organizations.
- Worked with representatives of a local not for profit sponsor organizing the annual July 3 Party in the Park band concert and fireworks shows coordinating fundraising campaign and providing oversight of village resources.
- Served as village liaison working with community volunteers to organize village resources for annual specials events such as National Night Out, Cruise Nights, Farmers Market, Turkey Trot, and Clean Air Counts.
- Conducted neighborhood meetings with residents, business owners, and representatives of ComEd utility leading to infrastructure improvements and greater homeowner electrical power reliability.
- Participated with the village board in T.I.F District project priority meetings with downtown business owners establishing objectives for completing future public/private partnership infrastructure improvements.
- Along with the mayor, organized and conducted community meetings with neighborhood homeowner associations, I.D.O.T., and the Toll Highway Authority facilitating landscape sound and sight buffering solutions for homeowners along the Elgin O'Hare expressway.

Assistant Village Administrator, Village of Roselle, Illinois (June 2000 to May 2006)

- Administered \$1,000,000 employee health, dental, and life insurance benefit program and coordinated annual review of market renewal process.
- Responsible for the village's employee recruitment and hiring program, including interviewing, selection, and training of all new employees.
- Served as the village's lead negotiator for negotiating collective bargaining agreements with IAFF, MAP, and FOP represented public safety employees.
- Served as the construction project manager for the \$6,500,000 renovation and expansion of the village's police department facility.
- Developed and maintained the village's \$12,000,000 five year capital improvement plan.
- Administered the village's risk management program, including administration of all general liability, worker compensation, and property loss claims.
- Prepared two Governor's Home Town Award applications and traveled to Springfield recognizing volunteers in the community for efforts related to the Roselle Nature Savers and Adults Involved in Mentoring Students programs.
- Served as the village's campaign coordinator for its annual United Way Crusade of Mercy donation program raising funds for human service agencies such as the Ray Graham Association and Salvation Army.

Assistant Village Administrator, Village of Morton Grove, Illinois, 23,519 (January 1994 to May 2000)

- Participated directly with the village administrator preparing presentation proposal to Moody's Investor Service to upgrade the village's municipal bond rating.
- In the absence of the finance director, proposed and administered the 1999 fiscal year budget.
- Conducted public workshops for implementation of the municipal electric utility tax and telecommunications taxes.
- Served as project coordinator for FEMA reimbursement grant program recovering funds for the 1999 snow emergency event.
- Participated directly with the NWMC establishing annual regional based performance measurement survey.
- Coordinated Travelers Insurance Company risk management safety assessment of all village safety and loss control operations.
- Negotiated lease agreements with AT&T, Sprint, and Cellular One to place wireless telecommunications facilities on two elevated water tanks and the village hall.
- Served as co-project manager completing a master plan for a proposed \$3,000,000 renovation and addition to the village hall.

- Served as the village's public information officer drafting and editing the quarterly newsletter and dissemination of news releases to local and regional media.

Education

Master of Public Administration, December 1995

Northern Illinois University, DeKalb, Illinois 60115-2854

Area of Specialization: Urban Management and Development

Bachelor of Science, May 1992

Elmhurst College, Elmhurst, Illinois 60126

Double Major: Business Administration and Urban Studies

Past Affiliations

DuPage Mayors and Managers Conference (DMMC)

Northwest Municipal Conference (NWMC)

International City/County Management Association (ICMA)

Illinois City/County Management Association (ILCMA)

DMMC and DuPage County Fire Stakeholders Committee

Intergovernmental Risk Management Agency

St. Charles East High School Booster Club

Northern Illinois University and B.R. Ryall YMCA Golf Committees



Public Administration Associates, LLC

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Draft Schedule for Shorewood Hills Village Administrator Recruitment/Selection Process – Option A (Video Recordings by Semi-Finalists)

3/27/2024-4/3/2024-Completion of Village Administrator Desired Experience, Qualifications and Qualities Assessment Process with Village Board, Staff and Community- PAA Drafting of Position Announcement

4/4/2024-Village Approval of Position Announcement

4/5/2024-Text Announcements Placed On-Line with Job Sites Specified in Proposal

Week of 4/8/2024-Videotaping of Village President Imes in Shorewood Hills with Thundera MultiMedia

4/15/2024-Video Position Announcement Posted on Social Media Platforms/Shorewood Hills Position Profile Sent to Targeted Candidates

4/15/2024-5/3/2024-PAA Recruitment of Potential Candidates

5/3/2024-Application Materials Due to PAA

5/4/2024-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Village President and Village Board

Week of May 6, 2024-Special Village Board Meeting to Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Closed Session-Typically 1-1.5 Hours in Length)

5/8/2024-5/17/2024-Semi-Finalists Prepare Video Interviews and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Semi-Finalist Candidate

Week of 5/27/2024-Special Village Board Meeting to Review Candidate Video Interviews/Reference Reports and Select Finalists (Closed Session-Typically 2-2.5 Hours in Length)

Day after Village Board Selects Finalists-Finalists Notified

6/7 and 6/8/2024- Finalists Come to Shorewood Hills. Staff Interview, Assessment Center, Tour, and Community Meet/Greet 6/7 and Board interviews 6/8.

Week of 6/18/2024-Village Board Meeting to Formally Approve Employment Agreement with New Village Administrator

7/22-29/2024-Approximate Start Date Range for New Village Administrator (Assumes 30 Day Notice to Current Employer)

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Draft Schedule for Shorewood Hills Village Administrator Recruitment/Selection Process – Option B (Zoom Semi-Finalist Interviews)

3/27/2024-4/3/2024-Completion of Village Administrator Desired Experience, Qualifications and Qualities Assessment Process with Village Board, Staff and Community- PAA Drafting of Position Announcement

4/4/2024-Village Approval of Position Announcement

4/5/2024-Text Announcements Placed On-Line with Job Sites Specified in Proposal

Week of 4/8/2024-Videotaping of Village President Imes in Shorewood Hills with Thundera MultiMedia

4/15/2024-Video Position Announcement Posted on Social Media Platforms/Shorewood Hills Position Profile Sent to Targeted Candidates

4/5/2024-5/3/2024-PAA Recruitment of Potential Candidates

5/3/2024-Application Materials Due to PAA

5/4/2024-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Village President and Village Board

May 6, 2024-Special Village Board Meeting to Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Closed Session-Typically 1-1.5 Hours in Length).

May 7-13th, 2024 – PAA conducts semi-finalist interviews/reports

Week of May 15th, 2024 - Village Board conducts zoom interviews and selects finalists

Day after Village Board Selects Finalists-Finalists Notified

5/31 and 6/1/2024-Finalists Come to Shorewood Hills for Interviews/Assessment Center with Village President, Village Board, Staff and Community(?) (Staff Interview, Assessment Center, Tour, and Community Meet/Greet 5/31 and Board interviews 6/1.

Week of 6/10/2024-Village Board Meeting to Formally Approve Employment Agreement with New Village Administrator

7/15-22/2024-Approximate Start Date Range for New Village Administrator (Assumes 30 Day Notice to Current Employer)



Public Administration Associates, LLC

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Position Announcement

Village Administrator

Shorewood Hills, WI (Population 2,363)

The Village of Shorewood Hills is seeking a dynamic, highly engaged, and collaborative local government professional to be its next Village Administrator. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, the State Capital, and is adjacent to the University of Wisconsin campus on beautiful Lake Mendota. Shorewood Hills is a welcoming and inclusive community that is very proud of its outstanding schools, excellent medical facilities, great shopping, and parks and open spaces, as well as extensive biking/walking trails. Shorewood Hills is a community that prides itself on being a wonderful place to live, work, play, learn, and visit and provides high quality municipal services to its residents. The Village's financial position is strong as it maintains a AAA municipal bond rating and operates three Tax Increment Districts (TIDs) along one of the Madison region's busiest commercial corridors.

Starting salary range \$115K-\$135K DOQ plus excellent benefits. Village President and Six Village Trustees are elected for two year terms on a non-partisan basis. Board members are unpaid volunteers as are many residents who serve more than a dozen committees that sets the example for self-governance. \$13M total annual budget including CIP, TIDs, and Utilities. The Village is staffed by 21FT and 125+PT/seasonal employees. Future emphasis will be on capital improvement planning/implementation (with an emphasis on renovation/replacement of Village buildings/facilities, various street and utility upgrades and Village park improvements), retirement of existing Village TIDs and possible creation of new TIDs, and University Avenue Corridor commercial and mixed-use development. Additionally, the Village expects to undertake the development of its first ever Strategic Plan.

Require Bachelor's Degree in public or business administration or related field; prefer Master's Degree with at least five years of progressively responsible municipal administrative and leadership experience along with a history of stable tenures in previous positions. ICMA-CM certification a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Shorewood Hills has in-fill and redevelopment opportunities so having a passion for that work is a plus. Desire experience in budget development and management, community engagement, capital improvement planning and execution, human resources administration, municipal facilities planning, and environmental stewardship/sustainability. The successful candidate should possess acute listening skills (seeking first to understand then to respond), a high level of both professional and personal integrity, a collaborative style in carrying out governing body policies, an open and positive communications approach, the ability to build teams and credibility as a leader in addressing community issues, and the ability to appreciate the Village's history and values. Visit the community website at www.shorewood-hills.org.

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Sue McDade
1155 W. South Street Whitewater WI 53190; e-mail sue.mcdade@gmail.com; phone 608-516-9012 by May 1, 2024.

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

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