



Public Administration Associates, LLC

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Position Announcement

Village Administrator Jackson, WI (Population 7,199)

The Village of Jackson is looking for a dynamic professional to replace its retiring Village Administrator. Jackson has had only two Administrators since establishing the position in 1988. The Village of Jackson is a high-growth community located in southeast Wisconsin, in the center of Washington County, 30 minutes northwest of the City of Milwaukee, within 70 miles from Madison, and two hours north of Chicago. Jackson provides both small-town and rural quality of life. Jackson is also adjacent to the Northern Unit - Kettle Moraine State Forest and the Jackson Marsh State Wildlife Area which includes some of the best hiking and biking trails, and natural areas within the area. Proximity to recreational areas, a variety of housing options, location near the Milwaukee Metropolitan area, high level of municipal services, competitive taxes, and quality-of-life amenities make Jackson a desirable community in southeast Wisconsin.

Starting salary range is \$90K-\$110K DOQ plus excellent benefits. Village President and six Village Trustees are elected on a non-partisan basis. Jackson's annual budget is \$9 million excluding CIP, TIDs, and utilities. Staffing levels are 38 full-time employees, 50 paid-on-call firefighters, plus temporary and seasonal employees.

Requires a Bachelor's Degree in public administration, business administration or related field; prefer Master's Degree with a minimum of three years progressively responsible administrative and leadership experience in a municipal organization. International City/County Management Association Credentialed Manager (ICMA-CM) is 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. Residency is encouraged but not required. The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: budget and finance, economic development and planning, capital improvement planning and execution, technological and social media acuity, human resources administration, organizational change, and the ability to effectively manage contracts and projects. The successful candidate should have a high level of both personal and professional integrity, have acute listening skills, be an out-of-the-box thinker, possess a high degree of emotional intelligence, and be able to work harmoniously with elected officials including other governmental entities. For more information, visit the [Village of Jackson website](#).

Email cover letter, resume, salary history, and references to Darrell.Hofland@gmail.com by October 26, 2020. For more information, please contact Darrell Hofland, Public Administration Associates, LLC, at 920-627-4538 or Chris Swartz, Public Administration Associates, LLC, at 414-788-7028.

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