

# **POSITION PROFILE**

## **Jackson Village Administrator**



**The Village of Jackson is seeking a highly skilled communicator with strong financial, economic development and planning skills, to serve as the next Village Administrator. The current Administrator recently notified the community of his planned retirement after 12 years of service. The Village of Jackson has employed the services of Public Administration Associates to conduct the recruitment and selection process with the objective of having the new Administrator in place by January 4, 2021.**

### **Position Announcement**

#### **Jackson, WI (Population 7,199)**

The Village of Jackson, located near the center of Washington County, is a diverse community that contains modern business parks, vibrant commercial areas, and attractive subdivisions. Village residents enjoy the conveniences of a full-service, incorporated community with curbside trash and recycling pickup, 24/7 police operations, and water and sanitary sewer service, while still providing Village residents with a small town “feel.”



A \$12 million Village Municipal Complex is currently under construction on a 6.7 acre site. The 48,800 square foot complex will be home to the Police Department, Fire Department, and the Village Hall. The project is expected to be completed in September 2021.

Jackson is one of the fastest growing communities in Wisconsin. In the past 30 years, the population of the Village has more than tripled in size. As forecasted in its 2019 Comprehensive Plan, Jackson’s population is projected to increase approximately 50 percent over the next 30 years. For more information, visit the [Village of Jackson website](#).

### **Education and Experience**

A Bachelor’s degree in public administration, business administration or a related field is required and a Master’s degree is preferred. International City/County Management Association Credentialed Manager (ICMA-CM) designation is a plus. All candidates must have a minimum of three years of experience in an upper level leadership position in the organization(s) they have worked for. The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: budgeting and finance, economic development and planning, Human Resource management, Intergovernmental relations, organizational development, capital improvement planning and execution, and social media and technology. Consideration of candidates with private sector or military experience will be made if they can

demonstrate accomplishments that directly relate to skills required.

### **Skills and Past Performance**

*Strong Leadership and Communication Abilities.* Excellent communication skills are a must, including the ability to listen and understand (rather than to respond), communicate with various community stakeholders and partners, and develop good relations with the citizens of Jackson, as well as with the village staff and elected leadership. The Village Board desires a Village Administrator who always communicates effectively and is not afraid to leave the office to meet with community members. Person must be willing to devote the necessary time to achieve the goals and objectives established by the Village President and Village Board. Knowledge of village operations and demonstrated leadership qualities are desirable.

*Human Resource Management.* Must have demonstrated experience in supervision of employees. Candidate should have good grasp of pay, performance and general personnel management best practices. Must demonstrate a personality that can readily communicate the Village's goals and needs to its employees. Must be accessible and visible to Village employees.

*Community Planning and Development.* Must have a good understanding and grasp of effective community planning and development methodologies and techniques. Ability to work effectively with developers and business owners/entrepreneurs, and neighboring community leaders.

*Budget and Finance.* Must have public budgeting/finance acumen and demonstrated prior experience in managing a budget. Experience and expertise in planning and carrying out Capital Improvement Projects on a long-term basis is desirable, as well as positioning the Village to receive state and federal grants.

### **Personal Qualities**

Candidate must have both personal and professional integrity and a strong work ethic. Must be able to demonstrate a strong work ethic and positive, productive attitude to citizens of the Village. Must not be afraid of conflict and be willing and able to mediate conflictual situations when necessary and appropriate. An ability to be an "out of the box" type of thinker is also desired. A person with a high degree of emotional intelligence is desired, particularly one who is adept at both self-management and their management of relationships with others.

The Village President and Village Board desire an administrative leader who is not afraid to be a leader, but understands his/her role as an administrator, relative to the Village Board.

Email cover letter, resume, salary history, and references to [Darrell.Hofland@gmail.com](mailto: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.

### **The Jackson Community**

The Village of Jackson is located at the intersection of State Trunk Highway (STH) 60 and United States Highway (USH) 45 in the picturesque Kettle Moraine area of Washington County (136,034 population). Jackson's incorporated neighbors are: Germantown, (8 miles to the south); Slinger, (4 miles to the west); West Bend, (8 miles to the north), and Cedarburg, (10 miles to the east). Direct access to the interchange of USH 45 and STH 60 makes Jackson an ideal location for manufacturers and distributors as well as easy commute for residents to the Milwaukee area.

The Kettle Moraine area offers many recreational and park opportunities such as a ski resort, a winter sports park, bike trails, a nationally ranked golf course, and nature centers.

The Village, named after President Andrew Jackson, has an interesting history. Prior to 1872, Jackson was one of three small, unincorporated hamlets located in the Towns of Jackson and Polk. Once known as Riceville (from the English misspelling of a German name), Jackson developed on 400 acres acquired by a German immigrant named Franz Reis. When the railroad was built from Milwaukee to Fond du Lac, Reis offered the company a site for a depot. The railroad remained a vital force in the development of Jackson for years to come.

On March 14, 1912, the hamlet of Jackson was incorporated as a Village.

During the 1990s, the Village was one of the fastest growing incorporated communities in the state. The completion of the USH 45 improvement project in 1988 contributed to that dramatic increase. This construction project enabled 20-30 minute commuting trips to the Milwaukee area.

The housing in the Village is relatively new, as is the water and sanitary sewer mains serving the residents of the Village, with most of the housing in the Village (66.6 percent) being constructed after 1990. In Jackson, 69.9 percent of housing units are owner occupied.

Jackson also boasts an impressive employment base with many expanding homegrown businesses and large multi-national corporations choosing to locate in one of two rapidly growing business parks adjacent to USH 45. There are 255 establishments within the Village's zip code, employing about 3,400 people. The vast majority of these firms may be categorized as small businesses, with nearly 75 percent employing less than 10 people. There are also several large employers in the area: Cabela's sporting goods store and St. Joseph's Community Hospital each employ several hundred people and are just outside the Village limits. Leading industry sectors in the immediate area include retail trade (23 percent of total employment), health care (21 percent), manufacturing (18 percent), and construction (6 percent). About 58 percent of total employment are "white-collar" information and service positions, and 42 percent are "blue-collar" positions in production, building trades, and similar sectors.

Community parks such as Jackson Park and Hickory Lane Park serve as programmable spaces for recreational sports leagues, family leisure, and community events such as the annual Action in Jackson summer festival. Hickory Lane Park provides opportunities for parents to bring their young children to a shaded splash pad, well-maintained playground equipment, and a paved walking loop.



Beyond parks, anglers can enjoy inland fishing opportunities at Hasmer Lake's WI DNR maintained boat launch and fishing pier. For those who enjoy getting closer to nature, the community's Cedar Run Park provides approximately 24 acres and a small network of wooded hiking and walking trails perfect for observing nature, dog walking, and jogging.

The Village school age population is served mostly by the West Bend Joint School District, but also by the Slinger and Germantown School Districts. Jackson Elementary School (K-4) is located in Jackson, part of the West Bend Joint School District. The community is also served by Morning Star Evangelical Lutheran School (K3-8) and Living Word Lutheran High School (9-12).

Although the Village of Jackson does not have its own public library, residents are served by public libraries in Slinger, West Bend, Germantown, and Cedarburg. Village residents pay for library services through a county-levied surtax.

## ***The Jackson Municipal Organization***

The Village of Jackson has a governing body made up of seven Village Board members including the Village President, who are elected on a non-partisan basis for a two-year term.

The Village provides a full range of municipal services including police, fire protection, parks, recreation, public works, water and sanitary sewer. Jackson's \$9 million 2020 budget (excluding the Utilities Funds) provides for 38 full-time employees, including 12 public works employees, 11 sworn police officers, and five firefighters. In addition to the Village Administrator, other primary staff includes the Village Clerk, Village Treasurer, Deputy Clerk/Treasurer, and Building Inspector/Zoning Administrator.

**Budget.** The Village of Jackson 2020 budget allocates funds as follows:

- General Government \$697,091
- Public Safety \$2,090,877
- Public Works \$1,108,480
- Culture and Leisure \$206,741
- Recreation \$546,782
- Fire and Rescue (serves the Village and Town of Jackson) \$1,066,576
- Debt Service \$2,356,486
- Capital Improvements \$1,024,190

The Village has a healthy unreserved 2019 end-of-year fund balance, equivalent to 34 percent of the planned 2020 General Fund expenditure budget.

**Police Services.** The Jackson Police Department was established in 1912, the same year as the Village's incorporation. The Police Department is a full-service agency providing 24/7 police services to the Village. The department is comprised of 12 full-time officers and two administrative assistants. The Jackson Police Department is focused on strong police-community relationships to deter crime and protect its growing community.



**Parks and Recreation.** In addition to overseeing the Village parks, this department manages community recreational programming and the Jackson Area Community Center. The \$3.4 million 30,000 square foot community center was constructed in 2009 on a 3-acre site. The community center has a gymnasium, meeting and computer rooms, and office space for the Joint Village/Town Park and Recreation Department. It also houses the Jackson Boys and Girls Club and a senior

center. The project is a unique public/private partnership of the Village and Town and the Washington County Boys and Girls Club.

**Fire and Rescue Protection.** The Jackson Fire Department has five full-time employees, including a chief, a training captain, three firefighter/paramedics, and 50 paid-on-call employees. In addition to the Village of Jackson, the Jackson Fire Department serves all of the Town of Jackson and approximately 25 percent of the Town of Polk. The department is funded by a

formula that addresses population and land value served.

**Public Works Services.** The Public Works Department, with its 12 full-time employees, maintains local streets, Village buildings and grounds, and oversees the water and sewer utilities.

**Sanitary Sewer Service.** The Jackson Wastewater Utility provides service to the Village of Jackson, some adjacent subdivisions in the Town of Jackson, the Washington County Fair Park, and St. Joseph's Community Hospital. The Utility's wastewater treatment plant has a nominal, average-day design capacity of 1.25 million gallons per day (mgd), with current average day flows typically falling in the range of 0.8 to 1.1 mgd.

**Water Service.** The Jackson Water Utility provides water service to the residences and businesses in the Village of Jackson, some subdivisions in the Town of Jackson, the Washington County Fair Park, and St. Joseph's Community Hospital in the Town of Polk. Water is supplied from five groundwater wells. The Water Utility has two above-ground storage tanks (500,000 gallons and 200,000 gallons).

**Intergovernmental Agreements.** The Jackson Village Board understands the importance of intergovernmental agreements. They have engaged the region, special districts, county and neighboring communities to provide local services, such as police and fire service, wastewater treatment and collection, and groundwater production and distribution, as well as regional policies and initiatives.

## ***Future Challenges and Opportunities***

The following are the major future challenges identified for the next Village Administrator:

- Implement the [Village of Jackson Comprehensive Plan](#).
- Continue to implement [Opportunity Analysis and Redevelopment Plan](#).
- Manage the intergovernmental agreement with the Town of Jackson, that will annex over \$80 million in primarily residential development into the Village of Jackson
- Manage new municipal complex project which is under construction.
- Oversee and provide pro-active leadership of economic development priorities which includes several Tax Incremental Districts.
- Build a strong municipal management team, foster professional development, and create retention initiatives.
- Be a community leader, establishing a positive community perception of the position of Village Administrator.
- Continue to develop strong partnerships and collaborative relationships with other units of local government and community stakeholders, particularly with surrounding communities and regional economic development and business organizations.
- Provide leadership required for the continued long-term financial stability of the Village.