



Public Administration Associates, LLC

**1155 W. South Street
Whitewater, WI 53190
(414) 788-7028
mcschwartz57@gmail.com
public-administration.com**

Position Announcement

\$135,000 – 150,000

Village Administrator

Village of Caledonia (Population 25,373)

The Village of Caledonia, Wisconsin Village Board (pop. 25,373) is seeking an experienced Administrator to lead their growing community. Caledonia is conveniently located along Lake Michigan in the northeast corner of Racine County. At 45 square miles, the community is known for its mix of quality neighborhoods, picturesque open spaces, agricultural resources, and active commercial districts. The business-friendly community features the Caledonia and the DeBack Farms Business Parks, which provide easy access via I-94 to Milwaukee (18 miles to the North) and Chicago (73 miles to the South). Caledonia is located adjacent to the planned Microsoft development in Mount Pleasant, WI and positioned to continue its trend of quality development.

Incorporated as a Village in 2006, Caledonia's roots date back to its initial settlement in 1832, and it was once the site of one of Wisconsin's earliest Bohemian communities. For nature enthusiasts, Caledonia boasts nearly 30 miles of public horseback riding trails within the Caledonia Conservancy, acres of scenic parklands and greenspaces and access to Lake Michigan and the Root River. Caledonia presents an inviting blend of natural beauty and modern amenities, with close proximity to the cities of Milwaukee and Chicago, making it an exceptional place to live, work, and explore.

The Village Administrator serves as the chief administrative officer to directly supervise departments of Clerk, Finance, Planning & Zoning, Human Resources, Highway, Engineering, and Utilities, with oversight responsibilities of the Police and Fire Departments. The Village Administrator is appointed by a majority vote of the seven-member Village Board. All elected Village officials serve two-year overlapping terms on a non-partisan basis.

Upcoming initiatives and priorities include continued development of the Village's TIF Districts, including plans for upscale condominiums along Caledonia's beautiful lakefront within TID #5; driving the revitalization and redevelopment of the Douglas Avenue business corridor, encouraging strategically planned growth, leading Crawford Park Master Plan Implementation; personnel recruitment and retention; I.T. infrastructure improvement; and policy and procedure modernization, promoting Caledonia as a place to live and do business and building a sense of community.

Caledonia's total annual 2024 budget is \$48.9 million, including General Fund of \$20.6 million, Capital Project Funds of \$4.5 million, Debt Service Fund of \$4.5 million, Refuse and Recycling Funds of \$1.9 million, Sanitary Sewer Utility of \$6.2 million, Storm Water Utility of \$1.1 million, and Water Utility of \$2.0 million. The Village has four TIDs with a total budget of \$8.0 million. The unassigned fund balance in the General Fund, as of December 31, 2022, was 36.0% of expenditures or \$6.0 million. The Village's outstanding general obligation debt as of December 31, 2022, was \$84,577,156, amounting to 54% of its statutory debt limit.

The Village has 124 full-time positions and 5 part-time positions. The Village recently made significant investments in its facilities, constructing a new Village Hall in 2017, expanding and remodeling the Highway Department in 2019, and constructing a new Public Safety Building for the Police and Fire Department in 2024.

The position requires a bachelor's degree in public or business administration or related field; master's degree is preferred. A minimum of five years progressively responsible administrative and leadership experience in a municipal organization is also required. Consideration of candidates with private sector or military experience will be made if the candidate can demonstrate accomplishments that relate to required skills.

The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: dynamic leadership, budget development and management and debt financing, governmental accountability and transparency, human resources (pay, performance and general personnel management), commercial development/redevelopment, strategic community planning, and organizational change and development. In terms of personal qualities, the ideal candidate embodies a high degree of personal and professional integrity, coupled with a dynamic leadership style. They excel in open, positive communication, actively listening to staff, Village Board members, and other community stakeholders. With high emotional intelligence, they foster collaboration and resolve conflicts effectively. Their strong work ethic and deep commitment to public service drive them toward success.

The starting salary range is \$135,000 - \$150,000 DOQ plus excellent benefits.

For more information, visit the Village of Caledonia, WI website.

Send cover letter, resume, references, and salary history in a single PDF by June 21, 2024, 5:00 p.m. CST to mcschwartz57@gmail.com with email subject: Village of Caledonia, WI, Administrator Search. Questions regarding the position should be directed to Chris Swartz, Public Administration Associates, LLC, at (414) 788-7028.