



Caledonia Village Administrator

Position Profile



Public Administration Associates



caledonia-wi.gov

The Village

The Village of Caledonia, Wisconsin (pop. 25,373) 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, 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. This heritage is still visible today through landmarks such as the Bohemian Cemetery and the 1888 Schoolhouse, now a museum offering insights into the Village's early days.

Caledonia boasts a rich agricultural heritage alongside rapidly growing residential and industrial areas. The Village is known for its parks and natural areas, including the expansive Caledonia Conservancy, which offers over 250 acres of protected land ideal for horseback riding, walking, and connecting with nature. The serene setting is complemented by the Root River, which meanders through the Village, providing scenic views and additional recreational opportunities such as fishing and canoeing.

Economically, Caledonia is a vibrant hub with a healthy mix of businesses. The presence of industrial parks along the I-94 corridor fuels the local economy and attracts diverse businesses. This strategic location not only provides substantial employment opportunities within the Village but also offers easy access to Milwaukee and Chicago, enhancing job prospects and commuting options for residents. The Douglas Avenue corridor boasts an established commercial environment, with restaurants, cafes, and stores.

Caledonia's safe, welcoming atmosphere makes it an attractive destination for families, professionals, and anyone looking for a close-knit community to call home.

The Position

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: The Village installed water and sanitary sewer infrastructure out to I-94 and has seen the development of DeBack Business Park and Caledonia Business Park as a result. The Village looks forward to more development within the district boundaries. TID #5 has plans for upscale condominiums along Caledonia's beautiful lakefront.
- Business Corridor Revitalization: Drive redevelopment of the Douglas Avenue business corridor, stimulating economic growth and revitalizing the local business landscape.
- Crawford Park Master Plan Implementation: Oversee the successful and complete implementation of the master plan for this key park.
- Personnel Recruitment and Retention: Champion efforts to recruit and retain high-caliber personnel by establishing and maintaining a competitive compensation system and fostering a supportive work environment.
- IT Infrastructure Improvement: Lead initiatives to enhance the Village's computer and IT infrastructure.
- Policy and Procedure Modernization: Drive the modernization of internal policies and procedures to streamline operations, improve efficiency, and adapt to evolving needs.
- Promotion of Caledonia: Actively promote Caledonia as a desirable place to live and do business, showcasing its unique offerings and opportunities for residents and entrepreneurs alike.
- Budgetary Expertise and Collaboration: Demonstrate strong budgetary skills and collaborate with finance staff and the Village Board to develop creative solutions for enhancing services while maintaining fiscal responsibility.

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 Ideal Candidate

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.

Skills and Experience

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.

Qualifications

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.





Compensation

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

For more information, visit the Village of Caledonia, WI website: caledonia-wi.gov

How to Apply

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.

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