

Town of Algoma, Wisconsin Administrator Recruitment Announcement

TOWN ADMINISTRATOR

Town of Algoma, WI (Population 6,908)

The Town of Algoma, Wisconsin invites applications for the Town Administrator position. The Town traces its origins back to settlements in 1837 and was recognized as a township in 1848 when Wisconsin became a state. Today, it is an attractive, predominantly residential community with the northern part consisting of established neighborhoods and commercial areas and the western part still being predominantly rural and residential. The Town shares a common border with the City of Oshkosh (pop.67,201), providing employment, shopping, and cultural opportunities. The salary range is \$73,000-\$85,000 plus benefits. See www.townofalgoma.org for more information about the Town.

Required Qualifications and Desired Characteristics

Qualified applicants must possess a bachelor's degree in a relevant field, with an MPA or MBA preferred. They must have strong budgeting and financial skills, knowledge of municipal organizations and operations, demonstrated written and oral communication skills, knowledge of computer applications, including websites and social media, and experience in dealing with intergovernmental issues. Knowledge of planning and economic development and administrative experience are strongly desired.

Applicants should understand the culture of a community with both long-established and newer residents. The Administrator will be working with a Board and a staff that are committed to increasing the capacity of local government and maximizing opportunities that the Town enjoys.

How to apply

Please send cover letter, resume, professional references, and salary history to Public Administration Associates, LLC, PO Box 282, Oshkosh, Wisconsin 54903 or paassoc@northnet.net by September 17, 2019. Confidentiality must be requested and cannot be guaranteed to finalists.

COMMUNITY BACKGROUND

The Town of Algoma, Wisconsin traces its origins back to settlements in 1837. It was recognized as a township in 1848 when Wisconsin became a state. Today, it is an attractive, predominantly residential community consisting of approximately 7,000 persons. The northern part consists of established neighborhoods and commercial areas and the western part still is predominantly rural and residential. A wide selection of residential properties is available. The Town shares a common border with the City of Oshkosh (pop. 67,201), providing employment, shopping, and cultural opportunities.

The Town of Algoma is located in Winnebago County. It is bordered on the north by Lake Buttes des Morts, on the east by the City of Oshkosh, on the southwest by the Town of Nekimi, and on the west by the Town of Omro. The Town has easy access to Highways 41 and 21. The Oshkosh metropolitan area is recognized nationally for its quality of life.

The Town is part of the Oshkosh Area School District and Oakwood Elementary School is located in the Town. Most Town high school students attend Oshkosh West High School.

TOWN GOVERNMENT

Towns in Wisconsin are governed according to Wisconsin Statute Chapter 60 that specifies the powers and duties of town government. The Town works closely with Winnebago County on planning and zoning issues and receives law enforcement services from the County Sheriff's Department. The Algoma Sanitary District provides water and sewer service to a substantial part of the Town with sewage treated at the City of Oshkosh plant.

The Town is served by a strong volunteer fire department with a long tradition of service.

The Town is governed by a five-member Town Board consisting of the Town Chairman and four Supervisors. The Town Chairman and the Supervisors are elected for two year terms with two supervisor positions up for election each year. The Chairman votes along with the Supervisors on agenda items. The Town has a Planning Commission, a Parks Committee, and an Economic Development Committee.

The staff consists of the administrator, clerk, treasurer, administrative assistant, road/drainage coordinator, and building inspector. Engineering, legal services, garbage pick-up and recycling are contracted services. The sanitary district has its own staff.

The Town of Algoma and the City of Oshkosh have a long-term boundary agreement. The equalized assessed valuation is \$718,259,200 or \$103,974 per capita.

THE TOWN ADMINISTRATOR POSITION

The Administrator serves as the chief administrative officer of the Town. Primary responsibilities consist of the following tasks:

- Provide the Town Board with necessary and timely information about all matters affecting governance of the Town
- Implement the directives of the Town Board
- Be responsible for the preparation of the annual Town budget for review and approval by the Town Board
- Be responsible for the administrative direction and coordination of all employees of the Town
- Promote the economic well-being and growth of the Town through public and private sector cooperation;
- Represent the Town and work with the County Planning and Zoning Committee and Department on issues related to planning and zoning, including requests for changes and enforcement issues.

DESIRED CHARACTERISTICS OF THE TOWN ADMINISTRATOR

The Town Administrator should possess:

- Strong budgeting and financial management skills
- Good understanding of municipal organizations and operations
- Knowledge of economic and community development, planning, and zoning
- Excellent written and oral communication skills
- Knowledge of computer applications, including websites and social media
- Experience in dealing with intergovernmental issues
- A minimum of a bachelor's degree in a relevant field and preferably an MPA or MBA degree