



# Washington Island Town Administrator

## Position Profile



Public Administration Associates



# The Community

Located in beautiful Door County in northeastern Wisconsin (the State's "left thumb" between Green Bay and Lake Michigan), Washington Island Township is made up of a group of small islands that includes Detroit Island, Hog Island, Pilot Island, Plum Island and Rock Island, and the largest, Washington Island. The majority of the population of the Town resides on Washington Island and many of the smaller islands are partly or entirely Wisconsin State Parks or National Wildlife Refuges with little population, if any. Most of the people who settled here were Scandinavian immigrants, especially Icelanders. Today, the Town is one of the oldest Icelandic communities in the U.S. and among the largest outside of Iceland itself. The Town is accessible year-round via a five-mile ferryboat ride from Door County's northern tip. It has a small year-round population that swells with the arrival of summer residents and tourists. The Town's economy is predicated on tourism.

The Town has an estimated year-round population of 723 (2020 US Census) but that population swells to 4 to 5 times that size during the summer months. The Town has a total area of 125.5 square miles most of which (73%) is water. Consequently, most of its tourism and community lifestyle is water-based with outstanding beaches (most notably Schoolhouse and Sand Dunes) and an abundance of parks and natural areas along its coasts. There is a thriving arts community in the Town with the Trueblood Performing Arts Center as its focal point. There are also a number excellent museums including the Jackson Harbor Maritime, Jacobson and Washington Island Farm Museums.

Washington Island Elementary School (grades K-8) and Washington Island High School (grades 9-12), are both located in unincorporated Detroit Harbor. A low average student-teacher ratio of 8.5 to 1 allows for a highly rated school learning environment on the Island.

In addition to the ferry service, the Town operates its own airport year-round with two landing strips. Over 100 miles of roads and streets traverse the Town.

Washington Island is a highly unique and historic community with a very bright future.

# The Position

The Town Administrator is the Town's Chief Administrative Officer and is responsible for the implementation of the Town Board's policies and priorities. The Town government is led by a Town Chairman and four Town Supervisors elected on a non-partisan basis. This is a new position that was approved and budgeted for in the Town's 2022 Budget.

The Town Administrator will oversee a \$2.4M total annual budget, 30+employees (including part-time and seasonal) and 43 volunteer firefighters and EMS members. In the spirit of representative town government, services provided include public works (including the airport, cemetery, landfill and recycling facility), EMS, fire, library, museums, parks and recreation (including beaches, boat launch, marina and rec center) police and utilities. Future challenges and opportunities for the new administrator include staff development and safety management; shared services development/implementation; capital improvement (infrastructure and facilities) plan development/implementation; organizational improvements and sound financial planning and management.

The Town Administrator is envisioned to support the work of the Town Board by coordinating its official business and providing leadership and direction to the organization. The Administrator should be actively involved in promoting the community and in economic development projects and is expected to promote and maintain the Village's strong business environment. The Administrator will oversee the management of department led projects and activities, serving as the de facto Human Resources Director, and should be visible in the community representing the Town government.



# The Ideal Candidate

The first Washington Island Town Administrator must have excellent communications skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. The Town desires a leader who fosters teamwork and who will support and encourage a positive and safe working environment as well as professional development opportunities for town staff.

The Town of Washington Island is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions. The Town desires a leader who has the experience of guiding a municipality or other complex organizations through a period of growth and organizational change while possessing the strong ability to cultivate positive and productive relationships with the town board, staff, residents and large number of visitors that are attracted to Washington Island.

Appointment to this position is expected in early summer. Hiring salary range \$80,000-\$100,000 DOQ plus excellent fringe benefit package.

## Skills & Experience

A strong background in budget development/municipal finance; grant writing/administration; capital improvement planning and execution; human resources and safety management, and community planning (including land use and zoning) is desired for this position.

## Requirements

Require Bachelor's degree in public or business administration or related field. Prefer Master's Degree with at least 3 years progressive municipal management experience. ICMA-CM credential is a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to the skills required. Residency is encouraged although it is understood that housing is at a premium on Washington Island and that residency accommodations will need to be addressed with the successful candidate.

## How to Apply

Send cover letter, resume, salary history and five work-related references to Public Administration Associates, LLC, Attn: Kevin Brunner, President, 1155 W. South Street Whitewater WI 53190; e-mail [kevin.brunner1013@gmail.com](mailto:kevin.brunner1013@gmail.com); phone 262-903-9509, by May 13, 2022.

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