



# Rothschild Village Administrator

## Position Profile



Public Administration Associates



## The Village

Situated along Interstate-39, US Highway-51 and State Highway-29, the Village of Rothschild (population 5,267) boasts direct access to each of the major transportation arteries in Central Wisconsin. This prime placement offers full connectivity to the extensive network of markets in the Wausau-Weston, WI Metropolitan Statistical Area (population 164,885) and the Midwest, while still allowing Rothschild to maintain a secluded and small-town feel.

The birth of Rothschild was directly linked with the birth of Marathon Paper Mills. In 1909, a small group of Wausau lumbermen undertook the development of a paper mill on the Wisconsin River. This location was chosen because it offered a favorable site for a dam and hydroelectric plant, a very desirable adjunct to a paper mill. The paper mill is now Domtar Paper Mill, one of the largest employers in the area. Four additional large Rothschild employers are Wausau Homes, Imperial Industries, We Energies and Wausau Tile.

Village residents value the short commute times, extensive trail systems for both hiking and biking, access to remodeled parks and recreational opportunities, and the mature tree-lined streets.

# The Position

Starting salary range is \$95,427 (Step 3) - \$105,396 (Step 11) of 19 step-based assigned pay grade, DOQ plus excellent benefits. Residency is encouraged but not required.

The Rothchild Village Administrator is the chief administrative officer of the municipal government and is responsible for the day-to-day management of village services. The Administrator reports directly to the Village President and six Village Board members who are elected on a non-partisan basis. The Administrator leads a staff of 30 full-time and 16 part-time employees.

Rothschild's total planned expenditures for 2022 are \$9.8 million. The Village Administrator will oversee a \$5.7 million General Fund budget, \$609,000 Special Revenue Fund budget (room tax, aquatic, recycling, facade grant), \$1.1 million Debt Fund budget, \$548,000 Capital Project Funds budget (capital projects and TID No. 2) and \$1.8 million Enterprise Funds budget (sewer, water, dental insurance).



# The Ideal Candidate

The ideal candidate for the Rothschild Village Administrator position will be a leader of high integrity, possessing a strong work ethic as well as dynamic leadership skills. The next Administrator must be innovative in his or her approach to community problem-solving and works harmoniously with elected officials will be critical to success.

## Qualifications

Requires a bachelor's degree in public administration, political science, finance, urban planning, or related field; master's degree is a plus. A minimum of four 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 they can demonstrate accomplishments that relate to required skills.

For more information, visit [www.rothschildwi.com](http://www.rothschildwi.com).

## How to Apply

Send cover letter, resume, references, and salary history in a single PDF by July 18, 2022, 5:00 p.m. CST to [darrell.hofland@gmail.com](mailto:darrell.hofland@gmail.com) with email subject: Village of Rothschild, WI Search. Questions regarding the position should be directed to Darrell Hofland, Public Administration Associates, LLC, at (920) 627-4538.

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