



Town Administrator

Position Profile



Public Administration Associates



The Town

The Town of Algoma (6,866 population) is located in northeast Wisconsin along Highways 41 and 21, just west of Oshkosh. With its close proximity to Oshkosh, Town residents can enjoy quieter living with access to large city amenities, including outstanding public and private schools, churches of most denominations, excellent medical facilities, several shopping venues, a wide range of services, and many fine restaurants.

Algoma has a total area of 11.2 square miles, of which 8.8 square miles is land and 2.4 square miles is water. The Town is primarily residential with some agricultural in composition. Currently, the Town is considering the creation of its first tax increment district to attract office and medical services-type development.

In 2020, the Town approved its Comprehensive Plan. The Town's residential development is 93 percent owner occupied. The 2022 per capita personal income of Algoma is \$56,852 in comparison to \$37,983 for Winnebago County and \$40,130 for the State of Wisconsin.

Town of Algoma residents and visitors are fortunate to have access to a wide variety of recreational opportunities with community parks and recreation areas. Lake Butte des Morts serves as the Town's northern border and a public landing with fishing pier provides access to nearby Fox River and Lake Winnebago. Algoma is served by three public parks: Jones Park, Kewaunee Park, and Town Hall Park, in addition to the Steinhilber Marsh Nature Area and Sheldon Nature Center, which is owned and maintained by the Oshkosh Area School District. The Wiouwash bicycle and snowmobile trail is also located within a few miles of the Town.

The Position

The Town Administrator serves as the chief administrative officer and manages the day-to-day operations, implements Town Board policies, administers Town services, leads economic development efforts, and coordinates with other agencies and area units of government. The Town Administrator is appointed by the five-member Town Board. All elected town officials serve two-year overlapping terms on a non-partisan basis.

Town services which are provided through contracts include garbage and recycling collection services, and engineering and zoning services. Sewer and water services are provided by an independent utility. Algoma has three full-time positions: Town Administrator, Clerk/Treasurer, and Deputy Clerk/Treasurer. In addition, the Town has four part-time positions: Building Inspector, Road and Drainage Coordinator, Building and Grounds Crewperson, and Office Assistant.

The Town of Algoma Fire Department currently has a roster of approximately 40 members. Over 25 of those members serve as firefighters and over 15 members are certified emergency medical responders (EMRs).

Algoma's 2024 General Fund budget is \$3.2 million. The estimated December 31, 2023 unassigned fund balance is 7 percent of expenditures (\$240,161). Upcoming initiatives and projects include developing alternate revenue streams, managing major infrastructure improvements, executing the project plan associated with a possible new tax increment district, and planning for a new town complex.



The Ideal Candidate

The successful candidate will have dynamic leadership skills and have a collaborative style in carrying out policies. Strong work ethic, integrity, and an open communication style are attributes valued by the organization.

To learn more about the community, visit the Town of Algoma website.

<https://townofalgoma.org>

Qualifications

Requires a Bachelor's degree in Public Administration, Economic Development, Urban Planning, Political Science, Accounting, Finance, or related field. Advanced credits and coursework preferred. A minimum of five years of progressively responsible managerial or assistant managerial experience is also required. Candidates with private sector or military experience will be considered if accomplishments are related to required skills.

Desires experience in budget development and management, capital improvement planning and execution, community planning, project and contract management, and commercial development.

Salary range is \$90,000-\$105,000 DOQ.

How to Apply

Email cover letter, resume, four references, and salary history in a single PDF to darrell.hofland@gmail.com with email subject: Town of Algoma, WI Town Administrator Search by April 8, 2024. 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.