



CITY OF LANCASTER ADMINISTRATOR RECRUITMENT POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



PROFILE OVERVIEW

The City of Lancaster seeks its next dynamic leader to help guide the city government for this picturesque Grant County community. Under the direction of the mayor and city council, the city administrator oversees day to day operations for the City of Lancaster. This position provides leadership for city departments like public works, fire and police, the library, and city golf course. The city administrator will work with departments on developing and implementing the annual budget which for 2024 totals \$9.8 million. The administrator helps coordinate the city's day to day operations, convenes stakeholders to resolve challenges, and will also be the city's lead point of contact for private, public, and non-profit partners on various community focused initiatives. The salary for this position is \$100,000 to \$125,000 DOQ plus excellent benefits.

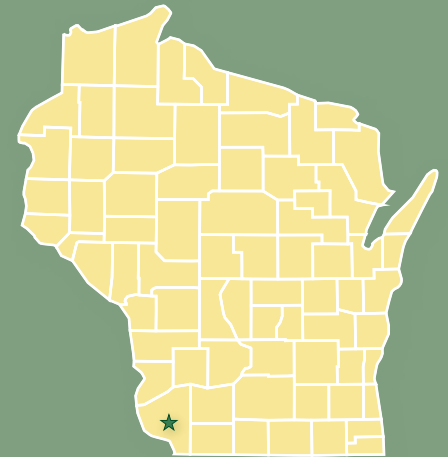
THE COMMUNITY

Quality of Life

Lancaster boasts a variety of family recreational opportunities including seven parks, an 18-hole golf course, and a public swimming pool at its popular Memorial Park. In addition to the pool and waterslide, the park features basketball and volleyball courts, softball diamonds, and a pond for fishing that includes a handicap accessible pier. Located in the heart of Grant County, there are over 30 miles of off-road bike trails in the region, with an additional 450 miles of on road routes that wind through rolling cropland and clear, spring fed streams and creeks. The region has a series of ATV/UTV trails that help support local tourism, restaurants and shops.

History

Lancaster is a community rich in history. Located in the Driftless Region of southwest Wisconsin, Lancaster is the county seat of Grant County and home to around 4,000 residents. The county seat of Grant County Wisconsin, Lancaster is named after a homesick settler who found his way to the Midwest from Lancaster, Pennsylvania. The discovery of lead brought settlers to the region and Lancaster was in fact one of the earliest settlements in what we now know as Wisconsin. A classic town square style downtown illustrates the community's rich heritage and features an iconic county courthouse. That site was home to the original Grant County Courthouse in 1838. The county's courthouse still stands there today with that building constructed in 1902. Lancaster is home to the first publicly conceived Civil War monument, which was publicly dedicated in 1867. Lancaster was home to Wisconsin's first Governor, Nelson Dewey.



Situated in Southwest Wisconsin, the Grant and Wisconsin Rivers are only minutes away. Lancaster is surrounded by miles of trout streams and popular kayak and canoe routes.

STRONG ECONOMY

Lancaster is an affordable community with a high quality of life. It consistently maintains an unemployment rate below state and federal averages, most recently at 3.8%. Cost of living remains much lower than many other communities of its size with median rent on a two bedroom around \$800 a month. The community is projected to experience steady job growth over the next decade, with an expected increase of more than 32% over that time. Median household incomes and home values have both experienced healthy, sustainable growth in recent years, providing stability and opportunities for families of all ages.



Centrally located in Grant County, Lancaster is home to a regional medical center and within minutes of an NCAA Division three Wisconsin State College, the University of Wisconsin-Platteville. The median household income in Lancaster is over \$77,000 annually, 10% higher than the state of Wisconsin. Health care and public employment with Grant County government and the local schools are among the community's top employers. Lancaster also boasts healthy growth in private industry with companies such as Amcor and Skyline Homes which support hundreds of family supporting jobs.



EDUCATION

Lancaster is a vibrant community, offering a wide range of opportunity for those of all ages. The population of just under 4,000 residents has held relatively steady over the past decade. The community's median age is around 40 years-old and Lancaster has around 1,500 households. Lancaster has public school district with an elementary, middle, and high school, and a private Catholic elementary school. The Lancaster K-12 school district has just under 1,000 students with the largest average class sizes in grades Kindergarten through 5th

grade, indicative of the community's vitality for many years to come.

The community is within minutes of six institutions of higher learning, including the Southwest Technical College and University of Wisconsin-Platteville. These campuses have a combined 50,000 students and are gateways to the region's economy. Nearby Southwest Technical College has over 2,500 students in a wide-range of career oriented, hands-on learning programs while the University of Wisconsin-Platteville continues to see steadily increasing enrollment. The campus has over 6,700 students this year, a 3% increase over last school year.



GOVERNMENT

Leading the City of Lancaster means working for a community that's committed to delivering consistent, highly skilled, efficient, and responsive services. The city has adopted the following five goals:

- 1 Providing quality, cost effective municipal services
- 2 Support economic and community development activities that promote employment growth, new housing opportunities, and maintains Lancaster's strong base of retail and service enterprises
- 3 Maintain the city's infrastructure
- 4 Monitor, protect, and improve the financial position of the city and its various businesses
- 5 Address state and federal mandates in a manner that minimizes negative fiscal or regulatory impacts on residents and businesses in Lancaster

The City of Lancaster is served by an elected mayor and eight-member city council. 15 city committees made up of elected officials and citizen volunteers provide input and guidance on vital public services including parks, the airport, fire department, streets, the library, and how the community grows.



Grant Regional Health Center has served the region for 68 years.



Lancaster Fire Department has served the community for 125 years.



Lancaster is committed to growth that is robust, shared, and enduring.



Schreiner Memorial Library serves more than 4,000 Lancaster residents.

THE IDEAL CANDIDATE

Skills & Experience

Requires a Bachelor's degree in public administration, business administration, planning, finance or accounting or a related field. Master's degree is preferred. Significant experience in the administration of a complex organization, including a minimum of three years of upper-level management experience is required. ICMA-CM certification is a plus. An equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered. Private sector and military candidates who have led comparably-sized, complex organizations are encouraged to apply.

The Opportunity to Lead Lancaster

The city administrator plans, coordinates, and guides city government function under policy guidance and supervision from the mayor and city council. The position oversees development and implementation of a nearly \$10 million annual budget with just over \$2 million for capital projects (2024 figures).

The next administrator of Lancaster will have an active role in managing projects including: a \$2.25 million renovation at the Lancaster Fire & EMS station, \$1.8 million for reconstruction of McKinley Street, and the estimated \$2.6 million replacement of the city's wastewater pumping station in Memorial Park.

More information about Lancaster can be found at:
www.lancasterwisconsin.com

Additional details about the position can be located at:
www.public-administration.com/jobs



The Lancaster city administrator works collaboratively with the mayor, city council, city departments and residents to ensure effective and efficient delivery of public services. The Administrator helps manage 32 full and part time city employees.



HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer Public Administration Associates, LLC at jonhochkammer@gmail.com. Include Lancaster Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at 608-225-3024. The deadline for applications is May 13, 2024.

Confidentiality must be requested by applicant and cannot be provided for finalists.