



the village of

SHOREWOOD HILLS

Wisconsin



Village Administrator

Position Profile



Public Administration Associates



Position Announcement

The Village of Shorewood Hills is seeking a dynamic, highly engaged, and collaborative local government professional to be its next Village Administrator. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, the State Capital, and is adjacent to the University of Wisconsin campus on beautiful Lake Mendota. Shorewood Hills is a welcoming and inclusive community that is very proud of its outstanding schools, excellent medical facilities, great shopping, and parks and open spaces, as well as extensive biking/walking trails. Shorewood Hills is a community that prides itself on being a wonderful place to live, work, play, learn, and visit and provides high quality municipal services to its residents. The Village's financial position is strong as it maintains an AAA municipal bond rating and operates three Tax Increment Districts (TIDs) along one of the Madison region's busiest commercial corridors.

Starting salary range \$115K-\$135K DOQ plus excellent benefits. Village President and Six Village Trustees are elected for two-year terms on a non-partisan basis. Board members are unpaid volunteers as are many residents who serve on more than a dozen committees that set the example for self-governance. \$13M total annual budget including CIP, TIDs, and Utilities. The Village is staffed by 20FT and 150 PT/seasonal employees. Future emphasis will be on capital improvement planning/implementation (with an emphasis on renovation/replacement of Village buildings/facilities, various street and utility upgrades and village park improvements), retirement of existing Village TIDs and possible creation of new TIDs, and University Avenue Corridor commercial and mixed-use development. Additionally, the Village expects to undertake the development of its first ever Strategic Plan.

Require bachelor's degree in public or business administration or related field; prefer master's degree with at least five years of progressively responsible municipal administrative and leadership experience along with a history of stable tenures in previous positions. ICMA-CM certification a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Shorewood Hills has in-fill and redevelopment opportunities so having a passion for that work is a plus. Desire experience in budget development and management, community engagement, capital improvement planning and execution, human resources administration, municipal facilities planning, and environmental stewardship/sustainability. The successful candidate should possess acute listening skills (seeking first to understand then to respond), a high level of both professional and personal integrity, a collaborative style in carrying out governing body policies, an open and positive communications approach, the ability to build teams and credibility as a leader in addressing community issues, and the ability to appreciate the Village's history and values. Visit the community website at www.shorewood-hills.org

Skills and Past Performance

Leadership & Communication Skills

Excellent communication skills are a must, including the ability to communicate and collaborate with various community stakeholders and partners, and develop strong relationships with the citizens of Shorewood Hills, as well as with the Village staff and elected leadership. The Village Board desires a Village Administrator who is not afraid to leave the office to meet with community members. A person must be willing to devote the necessary time to achieve the goals and objectives established by the Village Board.

Human Resource Management

Must have demonstrated experience in supervision of employees. Candidate should have a good grasp of pay, performance, and general human resources management best practices. Must be accessible, visible, and able to communicate the Village's goals and needs to its employees.

Budget and Finance

Must have public budgeting and finance acumen and demonstrated prior experience in managing a budget and financial operations, including debt management and financing. The Administrator must have experience in planning and carrying out capital improvement projects and a strong understanding of the steps to identify, apply for, and receive grant.

Community Planning & Development

Must have a good understanding and grasp of effective community planning and (re)development methodologies and techniques, including marketing and branding, interpretation and administration of zoning regulations, and design standards.

The Village Administrator also functions as the community's zoning administrator. As such, candidates for this position must realize that it is very hands-on and there are day-to-day responsibilities in administering the Village's ordinances. The Administrator must be prepared to thoroughly understand and apply its provisions.

Experience and ability to work effectively with developers and business owners/entrepreneurs, business associations and neighboring and regional leaders are essential for the position. Must have a good understanding and experience in implementation of commercial development/redevelopment programs and projects. Knowledge and experience in effectively establishing and managing Tax Incremental Finance (TIF) Districts is essential to the position.

Intergovernmental Relations

Effective communication skills and have the experience and ability to establish positive working relationships with other governmental units, particularly surrounding municipalities (particularly the City of Madison) and Dane County government, as well as community organizations, school districts, the University of Wisconsin-Madison, Madison College, and State of Wisconsin.

The Shorewood Hills Community

Located along the shores of Lake Mendota, Shorewood Hills is bordered by the City of Madison as well as the University of Wisconsin-Madison campus. A small community nestled in the larger west side of the city, the Village's location provides unparalleled access to amenities of the region; park and trail systems (including off-street trail access directly to downtown Madison; a myriad of shopping and dining options and access to facilities of a world-class healthcare, research, and educational institution at the University of Wisconsin-Madison. Its location is also in close proximity to STH 12-18 (known as the Beltline), and I-90 and I-94 providing easy access to Milwaukee (80 miles) Chicago (150 miles), as well as to the many major recreational amenities that the State of Wisconsin provides.

The Village of Shorewood Hills has a strong and unique character that is apparent immediately upon entering – and this is upheld by dedicated volunteers that form both official and unofficial Village Committee structures that sponsor many community events. The many residents actively volunteering their time toward making the Village a better place to live, sets the Village apart in the region, and is one of the reasons for its strong sense of community. Those who live in the Village describe it as a beautiful, comfortable, friendly, welcoming, and neighborly place. The Village is home to a wide range of recreational amenities and housing options that attract a growing diversity of families and individuals.

The Village of Shorewood Hills has been an important entity in the development of the west side of the Madison Area. Beginning as a series of separate estate plats in the World War I era, these plats were combined in 1927 with the formation of the Village. The development of these initial plats was largely the vision of John C. McKenna, who was responsible for many other developments in the Madison area. When first formed, Shorewood Hills was a remote and distinct area from the city of Madison. After World War II, the city of Madison grew to meet and surrounded the Village, but Shorewood Hills has remained a separate, yet deeply connected municipality. Originally agricultural land, a Milwaukee, and Mississippi Railroad extension through the area in 1856 sparked the development west of Madison. The first plats were known as College Hills established in 1912 and 1915 and these were known as homes of university professors and staff. After World War I, a new series of plats were established between Lake Mendota and University Avenue and shortly thereafter Shorewood Hills was formally incorporated.

The streets for the original Village were laid out by the noted landscape architect O.C. Simonds and were designed to emphasize the natural beauty of the area. The original platted estates grew significantly, and by the time of the Village's incorporation there were 53 houses and 205 residents. The community encourages the preservation of the Village's many historic structures that reflect the Village's history, as well as the major architectural movements of the region and the country. Many of these structures are found within the village's original original plats (College Hills and Shorewood), which are registered on the list of National Historic Districts.



Future Challenges and Opportunities

The development and implementation of the Village's first-ever strategic plan:

Working with a yet to be selected consulting firm, the new Administrator will lead the Board through the process of setting goals and priorities for the community.

Guiding redevelopment and in-fill opportunities:

Shorewood Hills is currently experiencing strong redevelopment pressures. The recently approved University Avenue Corridor Development and Design Plan that was amended to our Comprehensive Plan will guide this work. The review of future proposals will require working closely with planning consultants, the Plan Commission, and the Village Board to ensure any approved developments are long-term assets to the community.

Capital Improvement Planning:

Renovation/Replacement of Village Buildings: A number of Village buildings need either substantial renovation or replacement (e.g., Public Works Building; Community Center/Pool building; McKenna Boathouse), with consideration given to consolidating locations, if appropriate. The sequencing/timing of these facility improvements will be determined by the Village's debt capacity, with the goal of maintaining Shorewood Hills' exceptional AAA bond rating.

2027 Centennial Celebration Planning:

The Village is excited to present a big affair for its centennial celebration but planning efforts have not yet begun. Bring your creative planning skills to this task and work with a great team of volunteers to celebrate this wonderful community.

Retirement of Existing TIDs/Potential Creation of New TIDs:

Two Village TIDs will be retired in the next 10 years; there is a potential need for the creation of new TIDs; this will require working closely with the Plan Commission, Village Board, financial and planning consultants, and the Joint Review Board.

Annual Village Budget Challenge:

Given restrictive State levy limit caps and the requirement to balance competing local interests and needs, drafting a Village budget for the next year is always a challenge. The Village Administrator takes the lead in this annual endeavor, in close consultation with the Village President and Finance Committee, and ultimately the Village Board.

Management of Village Staff:

Despite the Village's relatively small staff, Shorewood Hills residents are accustomed to excellent municipal services. Retaining its dedicated and talented current employees and hiring the right new personnel when the time comes (due to departures or retirements) will be critical.

Compliance with the Village's Sustainability Plan:

Shorewood Hills recently adopted a Sustainability Plan that requires its leadership to evaluate Village actions considering their impacts on environmental, economic, and social sustainability goals. An example of this commitment is Shorewood Hills' distinction of being the first village in Wisconsin to power all municipal facilities and operations with 100% renewable energy.



Current Position Description

VILLAGE ADMINISTRATOR

BOARD APPROVAL DATE: April 8, 2024

GENERAL NATURE OF POSITION

The Village Administrator is the chief administrative officer of the Village. This position is responsible for the administration of the ordinances, services, and policies set forth by the Village Board and for the administration of all day-to-day operations of the Village. Shorewood Hills operates under the President-Board of Trustees form of government. Corporate authority to operate the Village is vested in the Village Board. The Administrator is responsible for and works under the direction of the Village Board and President. This is a full-time, non-represented, salaried, and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establish administrative procedures to increase effectiveness and efficiency of Village government according to current local government practices.
- Work cooperatively with Village Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Village President, or a Village Board member. Serves as staff to and attends the meetings of the Plan Commission, Zoning Board of Appeals, Finance, Public Works, Services and Personnel Committees. Also frequently attends other committee meetings.
- Keep informed about federal, state, and county legislation and administrative rules affecting the Village. Submit reports and recommendations to the Board.

- Keep Village Board and President informed of state and federal law changes impacting the Village and that concern federal, state, and county funds available for local programs. Assist Department Heads and Board in obtaining funds.
- Represent the Village in matters involving legislative and intergovernmental affairs particularly with the City of Madison, University of Wisconsin, University of Wisconsin, and Veterans Administration Hospitals.
- Act as the Village's chief public information officer.
- Establish and maintain procedures to facilitate communications between citizens and Village government to resolve complaints, grievances, and other matters.
- Provide leadership in the development of short/long range community plans, responsible for the planning and program analysis in the preparation of needed studies, reports, and recommendations.
- Develop procedures, methods, and techniques that meet the Village's present and future needs and improve efficiency, effectiveness, and quality of Village services and programs.
- Implement the administration of day-to-day business affairs of the Village.
- Meet frequently with the public to resolve problems and answer questions.
- Serve as Zoning Administrator.
- Oversee and administer the Village Tax Increment Finance (TIF) Districts.
- Attend Board meetings and assist the Village President and Village Board in the performance of their duties, including assisting with and making recommendations on policies and ordinances.
- Ensure that agendas and materials are prepared for the Board, Committee, and other meetings.
- Assist in preparing ordinances and resolutions as needed.
- Keep President and Board informed of Administrator's activities by issuing oral or written reports as may be required.
- Recommend appointment, promotion, and suspension/termination of all full-time employees. Serve as Village personnel officer and delegate personnel tasks as appropriate. Ensure complete and current personnel records, including specific job descriptions for all Village employees, are maintained and updated as necessary. Responsible for the hiring, disciplining, termination, and setting starting wages for all seasonal and regular part-time staff.
- Coordinate and administer Village's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Personnel Committee and Village Board.
- Develop and coordinate implementation of high standards of performance for employees. Ensure that Village employees have proper working conditions and remain up to date on best practices for employee safety. Ensure compliance with local, state, and federal laws applicable to employment practices.
- Conduct labor negotiations and collective bargaining discussions and bring agreements to the Village Board for ratification; monitor and ensure compliance with the Village's collective bargaining agreements.
- Organize and conduct status meetings with Department Heads to coordinate programs to keep everyone current on Village programs and practices.
- Evaluate, at least annually, the job performance of Department Heads, and assist the Board and Committees in appointment, promotion, and suspension/termination of a Department Head. Ensure Village policies (Employee Handbook, Financial Policies etc.) are up-to-date and are communicated to Village employees.
- Assist Department Heads with regard to specific personnel matters and problem resolution.

- In conjunction with and under the direction of the Village Board and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual Village Budgets.
- Administer the adopted Village budgets and report current financial condition and Village's future needs to the Village President and Village Board as may be requested; research availability of alternate funding for local projects; advise the Board of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
- Administer and supervise the Village's accounting system and ensure that the system employs methods in accordance with current generally accepted accounting practices in conjunction with the Clerk-Treasurer.
- Monitor revenues and expenditures and maintain debt schedules.
- Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- Serve as Village's purchasing agent. Supervise purchasing and contracting for supplies and services. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Board approval. Execute contracts on the Village's behalf when authorized by Board directive, policy, or resolution.
- Implement ordinances, resolutions, and directives of the Village Board, and its committees. Report difficulties encountered and progress/completion to the Village President and Village Board.
- Represent the Village on ad hoc bodies or at meetings or projects directly affecting the Village.
- Ensure any and all delegated tasks are performed to the highest caliber.
- Other duties as assigned by the Village Board.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A master's degree in the field of public or business administration, political science or urban planning is preferred.
- Experience in municipal planning and urban design.
- Governmental accounting and budgeting experience.
- Experience working with citizens, contractors, attorneys, engineers, design firms, government officials, etc., including with a diverse (economically, socially, and culturally) population and have a proven ability to foster positive and productive working relationships with others.
- Comfortable delegating work, accepting responsibility and working independently.
- Extensive public speaking and presentation experience.
- Experience with Emergency Management principles and practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have working knowledge of governmental fund accounting; information technology and its various applications including social media, including Microsoft Office Suite; legal descriptions and documents.
- Must have knowledge of WI State Statutes, particularly Chapter 62 relating to Village; State Open Meetings and Records Act; generally accepted government accounting principles; Budget administration and monitoring.
- Must have excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations. Ability to multitask and modify priorities.

TOOLS AND EQUIPMENT USED:

Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and other related general office equipment. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and other software. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address Village emergencies including when out of town or after hours.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk, use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, the required essential physical abilities would include clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
- Needs sufficient personal mobility as to permit the employee to visit other village, city, county, state, and private-sector offices and work locations. Many meetings are off-site and require travel by automobile to locations outside the Village in all manner of weather conditions.
- Ability to manage a demanding schedule of early morning and late-night meetings.
- Ability to pass employment physicals including periodic drug testing. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., and 8:00 AM-12:00 PM on Fridays. Some evening and weekend work is required. Due to the nature of this position and the significant evening meetings that are required, this position is afforded the ability flex their schedule and perform work remotely within reason.



Learn More

Visit the community website at www.shorewood-hills.org.



To learn more about the Shorewood Hills Village Administrator position watch the video announcement from Village President John Imes.
<https://youtu.be/-NQdiq8uJoc>

How to Apply

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Sue McDade 1155 W. South Street Whitewater WI 53190; e-mail sue.mcdade@gmail.com; phone 608-516-9012 by May 3, 2024.

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