



Village Administrator Deerfield, WI

Position Profile



Public Administration Associates



The Community

The Village of Deerfield was incorporated in 1891 and has since been a thriving community in south-central Wisconsin. This growing community has a vision to preserve its small town, rural heritage, distinct natural resources, and historical character. It strives to assure a safe quality of life, excellent education, pleasing neighborhoods, viable commercial and residential growth, diverse leisure time options, and a strong economic base for the community. The current population of Deerfield is 2,553 (2023 Wisconsin Department of Administration Estimate), an increase of 10% from the 2010 U.S. Census.

Home to 730 students, the students of the Deerfield Community School District enjoy small class sizes, hands-on learning experiences, and many opportunities for participation in extra-curricular activities. An active parent organization encourages involvement and support in the schools. Deerfield is a great place to learn and grow!

Recreational opportunities are just outside the door in Deerfield. The Village has a diverse park system that includes softball/baseball fields, soccer fields, basketball courts, volleyball courts, play structures and park shelters available for personal gatherings. The Glacial Drumlin State Trail also passes through the heart of the village and offers 52 miles of hiking, biking, roller blading, jogging, cross country skiing, snowshoeing, and snowmobile trails.

Deerfield is an outer ring suburb of Madison, Wisconsin's Capital, which is the second largest metro area in the State. The Village is ideally situated on the I-94 Corridor between Madison (10 minutes west) and Milwaukee (35 minutes east) and is a two-hour drive from the Chicago area.

The Village is primed for growth and is ideally situated in one of the Midwest's fastest growing metro areas. For more information visit the Village website at www.deerfieldwi.com.



The Position

The Village Administrator is the Village's Chief Administrative Officer and is responsible for the implementation of the Village Board's policies and priorities. The Village government is led by a Village President and six (6) Trustees that are elected on a non-partisan basis. The Village provides a full range of municipal services including police (contracted with Dane County), fire protection, emergency services (jointly provided with surrounding communities through Deer-Grove EMS), public works, parks and recreation, municipal court, building permits/inspections and utilities (including sanitary sewer and water). There are 14 Full-Time, Part-time and Contracted Employees currently working for the Village.

The Administrator supports the work of the Village Board by coordinating official business and providing leadership and direction to the organization. The Administrator is actively involved in economic development projects and is expected to promote and maintain the Village's strong business environment. The Administrator oversees the management of department led projects and activities and serves as the de facto Human Resources Director.

The Administrator position has been established in Deerfield for over 17 years and the former administrator, Todd Willis, has left for a position in a larger community. Past administrators have been successful by: 1) clearly and articulately providing information to the Village Board, Village Staff and community stakeholders; 2) possessing an open and approachable demeanor in community engagement; 3) serving as role model for the organization in displaying dedication, energy, vitality and the ability to accept new and exciting challenges, while at the same time being able to learn from and bounce back from setbacks, and 4) having the experience, capabilities and confidence to negotiate, review and administer many different and complex contracts, including employee/union contracts, intergovernmental cooperation agreements and developer agreements.

Hiring salary range is \$90,000 to \$110,000 DOQ with an excellent fringe package including health insurance, Wisconsin State Retirement, life and disability insurance and generous leave benefits.

Village Finances

The Village of Deerfield has a total 2024 Budget of \$4,058,332 of which \$1,583,344 comprises the General Fund Operating Budget. The Village Tax Rate is \$5.06 . The total 2023 assessed value of the Village increased by 4.03%, primarily due to continued new single-family home construction that has occurred in the Sannah Parkway subdivision and the completion of phase 1 of the Lakestone Properties Development.

The Village concluded 2023 with a General Fund Balance of \$277,812 which represents 17.5% of its 2024 Operating Budget. In addition, the Village maintains an Equipment Fund that had a balance of \$747,942 as well as other restricted funds for debt service, community development, economic development and library purposes that totaled a little over \$1 million at the beginning of 2024.

Deerfield has four (4) operating Tax Increment Finance Districts:

TID #3 – Savannah Park Single-Family home Development (Closes in 2026)

TID #5 – Closes 2028

TID #6 – Truckstar Brownfield Redevelopment (Closes in 2040)

TID #7 – Autumn Wood Apartments (Estimated closure date 2042)

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5 percent of the equalized value of taxable property within the Village's jurisdiction. The Village debt limit as of December 31, 2023 was \$17,265,355. Total general obligation debt outstanding at year-end was \$4,734,584 or 27.4% of its debt limit. When the Village's new Village Hall building was financed, a lump sum payment was made to offset and lower the Village's yearly debt service obligation payments, which allowed for the Village to maintain an even annual debt obligation in 2024. The Village's overall debt obligation is expected to decrease in 2026 which allows for needed equipment and/or capital purchases to be made in 2025.

The Ideal Candidate

The ideal candidate for the Deerfield Village Administrator position is a person with a passion for public service and a high level of both personal and professional integrity. The successful candidate should be an out of the box type of thinker in his or her approach to community problem-solving and truly enjoy being an integral part of community-building. The ability to develop and cultivate positive and productive relationships with the Village Board, staff, Deerfield business community and the citizens the Village serves is paramount to success.

Skills and Experience

A strong background in financial management is imperative including budget development/management as well as debt management; capital improvement planning with an emphasis on municipal facility development; economic development facilitation with a focus on downtown redevelopment and business park expansion and a firm grasp on human resources administration and community planning are important for this position.

113

VILLAGE
ADMINISTRATOR



Future Challenges and Opportunities for the Next Deerfield Village Administrator

Future emphasis for next Village Administrator will be on the planning and development of potential new municipal facilities (Library and Police); creation of new downtown community park; promotion/facilitation of residential housing growth; development of a new Deerfield business park and improved community engagement.

In addition, implementation of the recently updated and adopted Village Comprehensive and Outdoor Recreation Plans will be a key responsibility for the Village Administrator.

Deerfield Comprehensive Plan: <https://acrobat.adobe.com/id/urn:aaid:sc:-VA6C2:71d7aa6e-d42a-4e5a-b09f-23767ef164d0>

Deerfield Comprehensive Outdoor Recreation Plan: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:fbcb459-846b-4918-ba81-a211a6f988fa>

Qualifications

Require Bachelor's degree in business or public administration or related field. Prefer Master's Degree with at least 2 years progressive municipal management experience. 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 but not required.

How to Apply

Send cover letter, resume, salary history and five work-related references (one PDF) to Public Administration Associates, LLC

Attn: Sue McDade

Address: 1155 W. South Street Whitewater WI 53190

E-mail: suemcdade@gmail.com

Phone: 608-516-9012

Application Deadline: October 8, 2024

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



Watch the Deerfield Village Administrator Video Announcement
<https://youtu.be/2yj0tdCQL9Y>

