

WELCOME TO THE CITY OF LAKES



City Administrator Amery, WI

Position Profile



Public Administration Associates



The Community

The City of Amery is a vibrant community located only an hour from the Twin Cities along the Apple River in northwest Wisconsin. With three lakes within city limits and numerous other lakes in the immediate area including Bear Trap Lake and Lake Wapogasset, Amery is truly the City of Lakes. Amery's population of 2,952 and proximity to the Twin Cities offers residents and visitors a small town feel with access to big city amenities. Amery has a charming downtown with shops, restaurants, and cultural facilities where one can experience local history, art, and cuisine.

As Polk County's largest city, Amery has a total area of 3.61 square miles of which 2.96 square miles are land and 0.65 square miles are water. State Trunk Highway 46 and Polk County Road F are the main routes through the community. Amery Municipal Airport, located at the south end of the city, features a number of amenities for travelers.

Amery is served by the School District of Amery with four buildings on a campus located within the city limits: Amery High School, Amery Middle School, Intermediate School, and Amery Lien Elementary School.

Whether one wants to play golf, hike, bike, or snowmobile, Amery has something for every season and every interest. Enjoy adventures in Amery's 12 parks, a fall bicycle ride on the brilliantly-colored Stower Seven Lakes Trail, a silent ski through a snow-shrouded winter forest, an ATV journey on Cattail Trail, or play golf at Amery's 18-hole golf course overlooking South Twin Lake.

Visit the community website at <https://amerywi.gov/>



The Position

The City Administrator is the city's Chief Administrative Officer and is responsible for the implementation of the City Council's policies and priorities. The city government is led by a Mayor and six Council Members that are elected on a non-partisan basis with two year and four year overlapping terms respectively. In addition to the Mayor and Council members, the city employs 24 full-time staff, 15 part-time/seasonal staff, as well as a part-time Fire Chief, 39 volunteer firefighters, and 9 fire explorers. The city provides a full range of municipal services including police, fire protection, public works, parks and aquatics, public library, building permits/inspections, and utilities (including sanitary sewer and water). The City Administrator supports the work of the City Council by coordinating official business and providing leadership and direction to the organization. The City Administrator is actively involved in economic development projects and is expected to promote and maintain the city's business environment. The City Administrator oversees the management of department-led projects and activities and serves as the de facto Human Resources Director.

Starting salary range is \$95,000-\$110,000 DOQ plus excellent benefits.

Village Finances

Amery's 2024 budget is as follows: General Fund – \$3,868,349, Library Fund – \$477,789, Debt Service Fund – \$630,000, Capital Projects Fund – \$200,000, TID Funds (4) – \$378,800, Water Fund – \$539,950, and Sewer Fund – \$769,250. Amery's unassigned fund balance as a percentage of the General Fund expenses is approximately 41 percent or \$1.8 million.

In accordance with Wisconsin Statutes, total general obligation indebtedness of the city may not exceed 5 percent of the equalized value of taxable property within the city's jurisdiction. The city debt limit as of December 31, 2023, was \$16,307,355. Total general obligation debt outstanding at year-end was \$9,686,848 or 59% of the debt limit.

The Ideal Candidate

The candidate should possess a high level of both personal and professional integrity, have a strong work ethic, be a team builder and leader in addressing community issues and problems, have dynamic leadership skills, and demonstrate open and positive communication skills (including marketing and public relations).

Skills and Experience

The successful candidate must possess a verifiable record and experience in the following areas: budget development and management, economic development, project management, governmental accounting, and human resources (pay, performance, and general personnel management).

Challenges and Opportunities for the Next City Administrator

The next City Administrator will have exciting prospects for professional growth. Key opportunities and challenges include managing the update of a Comprehensive Plan and a Comprehensive Park and Recreation Plan, updating of the zoning code, developing a community child care expansion strategy, and coordinating attraction of housing and hospitality developments.

Qualifications

Requires a Bachelor's Degree in public administration, political science, business management, or closely related field; Master of Public Administration or Master of Business Administration Degrees preferred; and a minimum four years progressively responsible administrative and leadership experience in a municipal organization. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, will fulfill the requirements for education.

How to Apply

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

Attn: Darrell Hofland

Address: 1155 W. South Street Whitewater WI 53190

E-mail: darrell.hofland@gmail.com

Please include "City of Amery Search" in the subject line.

Phone: 920-627-4538

Application Deadline: Wednesday, November 6, 2024.

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



Watch the Amery City Administrator Video Announcement
<https://youtu.be/ZbWJgWRDJRs>

