



City of
Berlin
Wisconsin



City Administrator Berlin, WI

Position Profile



Public Administration Associates



The Community

Situated in the southern portion of central Wisconsin, the City of Berlin spans Green Lake and Waushara Counties and is 30 miles west of Oshkosh. Berlin is accessible via State Trunk Highways 49 and 91. The City, located along the Fox River, is rich in history. Once a highway for French fur traders, Jesuit missionaries, and various Native American tribes, the river later became a major waterway for residents, businesses, and visitors. Today, the river offers recreation and family fun in all four seasons.

The City's public park system is impressive with its eight beautiful parks that total over 107 acres. The park system has three shelter houses, two gazebos, a Frisbee golf course, three baseball diamonds, a basketball court, sand volleyball courts, horseshoe pits, several large play areas, a public campground on the banks of the Fox River, several boat launches and fishing piers, an outdoor aquatic center and much more. Hiking, biking, snowmobile and cross-country skiing trails wind near the city.

With its two National Register Historic Districts, Berliners appreciate their history. The Nathan Strong Park Historic District borders the park on Huron Street of the same name and includes block after block of lovingly cared for Victorian-style homes and 'painted ladies'. An active Farmer's Market and Free concerts are held in the Nathan Strong Park during the Summer months. The Huron-Broadway Street District, which is Berlin's 'Main Street', has many stores and buildings from the 19th century. The Berlin Area Historical Society maintains four museum buildings near this district.



The Position

The City Administrator, an appointed position, serves as the chief administrative officer, directly supervising various city departments, including Clerk/Treasurer, Senior Center, Streets and Parks, Sewer and Water Utility, and City Development. The Police and Fire Commission and the Library Board oversee the Police and Library departments, respectively.

Berlin's annual General Fund budget is \$6.4 million, and the Utility budget is \$1.7 million, with a \$2.5 million infrastructure project. In addition to the Mayor and Council members, the City employs 53 full-time equivalent positions, 53 seasonal/part-time positions, and 21 paid-on-call staff, including firefighters and EMTs. The city's Comprehensive Plan was last updated in 2010.

<https://cityofberlin.net/wp-content/uploads/sites/40/2018/10/CCP.pdf>

Future Challenges and Opportunities for the Next Berlin City Administrator

The next City Administrator will have exciting prospects for professional growth. Key opportunities and challenges include managing the development, implementation, and monitoring of a Strategic Plan; creating a comprehensive capital improvement plan; developing an employee retention and attraction plan; leading city rebranding and marketing efforts; and coordinating with the Wisconsin Department of Transportation on the planned Huron Street infrastructure renovation.

Skills, Experience and Compensation

The successful candidate must demonstrate a verifiable record and experience in the following areas: budget development and management; capital improvement planning and implementation; grant writing; public safety; and human resources (pay, performance, and general personnel management).

The candidate should possess a high level of both personal and professional integrity, have a strong work ethic, acute listening skills (seeking to understand rather than respond), a dynamic and collaborative leadership style, and open and positive communication skills (including public marketing and relations).

Requires a Bachelor's Degree in public administration, business administration, finance, or related field; Master's Degree preferred, with a minimum three years progressively responsible administrative and leadership experience in a municipal organization. ICMA-CM credential is a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that relate to skills required.

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

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 Berlin Search" in the subject line.

Phone: 920-627-4538

Application Deadline: Friday, October 25, 2024

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