



Town Administrator

Position Profile



Public Administration Associates



www.townoftroy.org

The Town of Troy Community

The Town of Troy, Wisconsin (population 5,578) is nestled between Hudson and River Falls, and borders the beautiful St. Croix National Scenic Riverway. It is one of the western-most towns in St. Croix County and encompasses more than six miles of scenic riverway. Located within a short drive into the Twin Cities Metropolitan Area, the main highways that provide access to Troy are Interstate 94 and S.T.H. 35.

Troy has a total area of 37 square miles. The town is a mix of fertile farmland, beautiful woodlands, the scenic St. Croix River, and residential subdivisions. The Town of Troy is proud of its agricultural tradition and has put in place a development ordinance to protect the rural foundation of the community while allowing development of areas best suited for residential and commercial use.

Town of Troy residents and visitors are fortunate to have access to a wide variety of park and recreational opportunities that are provided and maintained by multiple public and private entities. These include Glover Park (40 acres), Cove Boat Ramp, Pemble's Access, Troy Beach, Carpenter St. Croix Valley Nature Center (300 acres), YMCA Camp St. Croix (400 acres), two public golf courses, multiple horse training and boarding facilities, and bicycle and pedestrian trail systems. The St. Croix River provides a number of recreational opportunities including swimming, fishing and boating for residents and visitors. Troy is also the home of the Hudson Community Pickleball Association.

In 2014, the town approved its Comprehensive Plan. The Town's residential development is 96 percent owner occupied with a 2023 average valuation of \$547,000 in comparison to \$349,700 for St. Croix County and \$247,400 for the State of Wisconsin. The 2023 per median household income of Troy is \$153,435 in comparison to \$102,482 for St. Croix County and \$75,670 for the State of Wisconsin.

Town of Troy Comprehensive Plan:

<https://townoftroy.org/wp-content/uploads/2024/07/Town-of-Troy-Comp-Plan-2014.pdf>

Municipal Organization and Finances

The Town Administrator is appointed by the five-member Town Board. All elected town officials serve two-year overlapping terms on a non-partisan basis. The Town Administrator serves as the chief administrative officer and manages the day-to-day operations, implements Town Board policies, administers Town services, leads zoning administration activities, and coordinates with other agencies and units of government. Many of the town services are provided through contracts such as fire protection and emergency medical services, information technology, engineering and zoning services, and law enforcement services.

Troy has four full-time positions (Administrator, Clerk/Treasurer, and two Public Works Crewpersons). In addition to the 0.50 FTE Deputy Clerk/Treasurer position, the town has approximately 12 part-time/seasonal positions.

Troy's annual 2025 budget is \$2.2 million. The December 31, 2023 fund balance is 16 percent (\$342,959) of the 2024 approved expenditures.

Education and Experience

Requires a Bachelor's degree in Public or Business Administration or related field. A minimum of three years of progressively responsible administrative and leadership experience in a municipal organization is also required. Candidates with private sector or military experience will be considered if accomplishments are related to required skills.

Desires experience in budget development and management, human resource administration, project management, organizational change and management, and community planning. The ideal candidate will work harmoniously with elected officials and have a collaborative style in carrying out policies. Strong work ethic, integrity, and an open communication style are attributes valued by the organization.



Future Challenges and Opportunities

Upcoming initiatives and projects include managing the Comprehensive Plan update, streamlining the Zoning Administration application and review process, overseeing the Town Hall expansion planning and construction project, enhancing security services and systems, updating human resources processes, reviewing town staffing needs versus contracted services, and enhancing intergovernmental relationships with adjacent local governments.

Compensation

Salary range is \$85,000-\$105,000 DOQ.

How to Apply

Send cover letter, resume, four references, and salary history in a single PDF to darrell.hofland@gmail.com with email subject: Town of Troy, WI Town Administrator Search. Questions regarding the position should be directed to Darrell Hofland, Public Administration Associates, LLC, at (920) 627-4538.

The deadline for applications is Thursday, February 13, 2025 at 12:00 p.m. Noon.

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