



# Village Administrator Sturtevant, Wisconsin

Position Profile



Public Administration Associates





# The Sturtevant Community

The Village of Sturtevant is in Racine County, WI, on the dynamic and fast-growing I-94 corridor between Milwaukee and Chicago. Originally known as Parkersville, after the Parker family, early settlers in the area, the name Sturtevant was selected in 1923 when the community was incorporated as a Village.

Today, the Village of Sturtevant is comprised of approximately 7,000 residents, with a day-time population that increases to nearly 25,000. The Village is 10 minutes from the City of Racine, 30 minutes from Milwaukee, and an hour from Chicago. You can enjoy the quiet of Sturtevant, but if you are craving the energy of big-city life in Chicago or Milwaukee, the Village has easy access to Interstate 94 and houses one of the few Amtrak depots with convenient service to Milwaukee or Chicago's Union Station. The Village maintains all facilities, parking, and grounds for the Amtrak Sturtevant Depot under a long-term lease agreement.

Sturtevant is a thriving community because of good schools, safe neighborhoods, a family-friendly environment, open space parks, and a genuine community spirit. The community offers numerous amenities for residents and visitors to enjoy, including a small-town feel, local character, and four-season recreational activities for all ages. There are multiple open space parks with playgrounds, a dog park, biking and walking trails which are part of the expansive Root-Pike River Parkway system, a very active youth baseball and softball league, and summer and winter programs. The Community spirit runs high with annual community holiday celebrations. The Village also offers a variety of retail shopping, food, and service options.

Sturtevant is part of the Racine Unified School District. A broad array of post-secondary education is available nearby in the metropolitan Milwaukee area, including the University of Wisconsin–Parkside and the University of Wisconsin—Milwaukee, Carthage College, Marquette University, and Milwaukee School of Engineering. Gateway Technical College and Milwaukee Area Technical College offer a wide range of technical education programs. Through exemplary academic and co-curricular programs, learners develop essential skills needed to be creative, critical, and confident problem-solvers who are engaged and motivated to adapt to the constantly evolving world.

According to the 2020 U.S. Census, the community's median home value is approximately \$230,000. The median household income is \$86,000 per year. The median age is 38 years. By occupation, jobs in Sturtevant are split between blue-collar and white collar. Sturtevant's population is diverse, with the 2020 U.S. Census indicating a racial makeup of 74% White or Caucasian, 13% African American, 8.7 % Hispanic or Latino, 3% Asian, and 1.8% Native American.

The Village has nearly 250 domestic, international, commercial, and industrial businesses such as Andis Company, Kerry Seasonings, Bombardier Recreation Products, Cree Lighting, Grand Appliance, and many others. The Village works very closely with the Racine Economic County Development Corporation (RCEDC) on a variety of business development initiatives. Here is a link to the RCEDC website, which highlights some of those Sturtevant projects:

<https://rcedc.org/why-racine/communities/sturtevant>

Sturtevant's Comprehensive Plan is currently being updated but here is a link to the current plan:

<https://www.sewrpc.org/SEWRPCFiles/Publications/CAPR/capr-301-comprehensive-plan-for-racine-county.pdf>



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# The Village Administrator 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 Village Trustees who are elected on a non-partisan basis. The Village President and Village Trustees are elected by general election for a term of two (2) years. In odd years, the Village elects the Village President and three (3) trustees. In even years, the Village elects the other three (3) trustees.

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 will oversee the management of department-led projects and activities, leading the Village's Leadership Team, serving as the de facto Human Resources Director, and will be visible in the community, representing the Village. The Administrator should be sensitive to competing values and help the community strike an attractive balance for both current and future residents and businesses.

The Village has an active Community Development Authority and Police Commission which the Village Administrator works with along with the Village Board. The Police Commission consists of five (5) citizens who reside within the Village of Sturtevant. Each member is appointed to a five (5) year term by the Village President and confirmed by the Village Board. The Police Commission is responsible for hiring the most qualified personnel for the Police Department, including the Police Chief, and also serves as the hearing board. The Commission is currently conducting a search for the Village's next Police Chief.

The Administrator position has been established in Sturtevant for the last five years. An assessment of what the Village Board and Village Staff is looking for in its next administrative leader and identified the following as keys to that individual's future success: 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.

# The Village Municipal Organization

The Village provides a full range of municipal services, including police, fire protection-EMS (contracted with South Shore Fire/EMS, which includes the adjacent Village of Mt. Pleasant), public works, parks, recreation, and utilities (including sanitary sewer and storm water utilities). There are 20 full-time and 29 part-time and contracted employees currently working for the Village.

## Village Finances

The Village of Sturtevant has a total 2025 Budget of approximately \$14.3 million, with a breakdown as follows:

General Fund-\$6,724,844  
Debt Service Fund-\$1,050,625  
Enterprise Funds-\$2,514,691  
Other Funds-\$4,009,484

The General Fund:

General Government-\$1,057,976  
Public Safety-\$3,871,383  
Public Works-\$978,826  
Health and Human Services-\$8,700  
Culture, Recreation and Education-\$164,388  
Conservation and Development-\$37,056  
Other Financial Uses-\$598,434

The Sturtevant General Fund Balance stood at an estimated \$3,033,279 at the end of 2024, which is an excellent 45% of the 2025 General Fund expenditures.

The detailed Enterprise Fund budgets for 2025 include Sanitary Sewer (\$1,763,560) and Stormwater (\$360,055) Utilities.

The significant Other Fund 2025 budgets include Capital Projects (\$1,276,124), TID #4 (\$812,474), and Train Depot (\$106,756).

The full Sturtevant 2025 Budget is available at this link:

<https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:9dc481c3-8a8e-49ee-9c7b-eb2335a8ecad>

Sturtevant currently has one active tax increment district (TID #4) that focuses on the redevelopment of the Durand Avenue and Wisconsin Street corridors of the Village. TID #4 generated revenues of \$3,728,526 in 2024, which was \$1,641,792 over the TID #4 expenses of \$2,086,734.

The Village recently received a Aa3 bond rating from Moody's Ratings (May 23, 2025). Moody's cited higher than median resident incomes, full property values per capita, as well as lower than median debt and long-term liability ratios as rationale for this favorable rating.



# The Ideal Candidate

The Village of Sturtevant is seeking candidates who have demonstrated leadership in their past positions and exemplify creativity and innovation. The Village desires a leader who has the experience of guiding a municipality or other complex organizations through a period of growth and organizational change while possessing the strong ability to cultivate positive and productive relationships with the village board, staff, business community and citizens. The successful candidate will demonstrate a high level of both personal and professional integrity; open and positive communication skills with a willingness to be active and engaged in the Sturtevant community, while leading by example.

The Village desires a strong background in budget development/governmental accounting/finance (including TIF experience); intergovernmental relations; community engagement; human resources, and the ability to see the big picture to lead Sturtevant forward.

Sturtevant's next village administrator will be both professionally and personally challenged. Among the opportunities that the next administrator will face are the following:

- TID #4 Redevelopment (Durand and Wisconsin Street Corridors)
- Establishment of a long-range Village Capital Improvements Plan (CIP)
- Development of a Village strategic plan
- Village staff professional development and retention
- Facilitation of business and residential expansion efforts
- Continued development of intergovernmental partnerships
- Sound fiscal management

Require a Bachelor's degree in public or business administration or related field; prefer a Master's degree with at least 3 years of progressive municipal administrative 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 in the Village is encouraged but not required.

Hiring Range \$100,000-\$116,000





# How to Apply

**Send cover letter, resume, salary history, and 5 work-related references (in one PDF file) to Public Administration Associates, LLC**

**Attn:** Sue McDade, Vice President

**Address:** 1155 W. South Street Whitewater WI 53190

**E-mail:** smcdade@public-administration.com

**Application Deadline: July 7, 2025**

**Questions regarding the Sturtevant Village Administrator executive search should be directed to:**

**Attn:** Kevin Brunner, PAA President

**Phone:** 262-903-9509

**E-mail:** kevin.brunner1013@gmail.com

**Application Deadline: July 7, 2025**

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

# Recruitment and Selection Schedule

5/27/2025-6/6/2025-Completion of Village Administrator Desired Experience, Qualifications and Qualities Assessment Process with Village Board and Staff. PAA Gathering of Information for Administrator Marketing Materials- PAA Drafting of Position Announcement

6/10/2025-Village Approval of Position Announcement

6/11/2025-Text Announcements Placed Online with Job Sites Specified in Proposal

6/18/2025--Video Position Announcement/Village Administrator Position Profile Posted on Social Media Platforms/Sturtevant Position Profile Sent to Targeted Candidates

6/11/2025-7/7/2025-Recruitment of Potential Candidates

7/7/2025-Application Materials Due to PAA

7/7/2025-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Village Board

**7/8/2025**-Village Board Meeting to Review Mini-Resumes and Selection of 6-8 Semi-Finalists

**7/9/2025-7/18/2025**-Semi-Finalists Prepare Video Interviews or PAA Conducts Zoom Interviews and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Semi-Finalist Candidate

**7/22/2025**-Village Board Reviews Candidate Video Interviews/Reference Reports and Select Finalists (Closed Session-Typically 2-2.5 Hours in Length)

## **Day after Village Board Selects Finalists- Finalists Notified**

**Week of 7/28/2025 or Week of 8/4/2025** - Finalists will come to Sturtevant for interviews and an assessment center with the Village President, Village Board, and Village Staff

**8/12/2025**-Village Board Meeting to Formally Approve Employment Agreement with New Village Administrator

**9/15/2025**-Approximate Start Date for New Village Administrator (Assumes 30-Day Notice)



**To Learn more watch the Sturtevant Village Administrator video announcement:** [https://youtu.be/kf9x\\_jniJfk](https://youtu.be/kf9x_jniJfk)

For more information, visit the community website at [www.sturtevant-wi.gov](http://www.sturtevant-wi.gov).