



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, pickleball 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, 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 and Deerfield Public Library.

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.

Deerfield has a long history of a President-Village Board form of government with an appointed administrator. Past administrators have been successful by: 1) clearly providing information to the Village Board, Village Staff and community stakeholders; 2) possessing an open and approachable demeanor in community engagement; 3) serving as a 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 service 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 2025 Budget of \$4,266,358 of which \$1,635,454 comprises the General Fund Operating Budget. The Village Tax Rate is \$4.93. The total 2024 assessed value of the Village increased by 0.84%, primarily due to continued new single-family home construction that has occurred in the Savannah Parkway subdivision, and the completion of the Autumn Wood Apartments.

The Village concluded 2024 with a General Fund Balance of \$260,648 which represents 16% of its 2025 Operating Budget. In addition, the Village maintains an Equipment Fund that has a balance of \$750,000 as well as other restricted funds for debt service, community development, economic development and library services that totaled over \$1 million at the beginning of 2025.

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

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

TID #5 – Closes 2028

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

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

Total general obligation debt outstanding at year-end was \$4,241,859. The Village has not issued any new debt in 2025, and based on current debt obligations, will see a significant decrease in debt service in future years. The Village has a considerable need for investment in capital assets and has the debt capacity to implement a capital improvement plan.

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.

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.





Future Challenges and Opportunities for the Next Deerfield Village Administrator

Future emphasis for the 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; improved community engagement; and implementation of best practices in financial management.

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

Village of Deerfield 2045 Comprehensive Plan: <https://www.deerfieldwi.com/planning>

Village of Deerfield 2024-2029 Comprehensive Outdoor Recreation Plan:
<https://www.deerfieldwi.com/parks>

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: smcdade@public-administration.com

Phone: 608-516-9012

Application Deadline: August 27th, 2025

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

Recruitment and Selection Schedule

8/27/2025 - Application materials due to PAA

9/2/2025 – Personnel Committee/Special Village Board Meeting to review mini-resumes and selection of 6-8 semi-finalists.

9/3 to 9/15/2025 - Semi-Finalists prepare video interviews and PAA conducts semi-finalist /reference interviews/reports on each semi-finalist candidate

9/15/2025 – Special Village Board meeting to review candidate videos and PAA reference reports. Selection of finalists.

Saturday, 9/20/2025 - Interviews/Assessment Center with Village President, Village Board, and Staff

9/24/2025 – Special Village Board meeting to formally approve Employment Agreement with new Village Administrator

10/27/2025 - Approximate start date for new Village Administrator (Assumes 30 day notice to current employer)

