



# Community Development Director Grafton, Wisconsin

## Position Profile



## Public Administration Associates



# The Community

The Village of Grafton is in Ozaukee County, Wisconsin, about 20 miles (32 km) north of Milwaukee along Interstate 43. It has a current estimated population of 13,124, up from the 2020 US Census of 12,094. It comprises approximately 5.25 square miles.

The area where Grafton is now situated was first explored by French Jesuits in 1670, with the permanent European settlement established in 1839 by Timothy Wooden. Initially called Milwaukee Falls and Hamburg, it was officially named Grafton in 1862. Like many of Ozaukee County's cities and villages, the Village of Grafton has rural roots and began as a mill town. The German and Irish immigrants who settled in Grafton in the 1840s utilized the Milwaukee River for hydropower for gristmills and woolen mills.

The Village of Grafton was incorporated in 1896, and the area experienced further growth after World War II with the development of suburbs and the construction of Interstate 43. Grafton experienced slow growth in the early 2000s; however, since 2020, the Village has grown over 8% and attracted exciting commercial development. This growth has required significant public and private investment in infrastructure and stretched Village departments and services.

The Village is served by the Grafton School District and the Cedarburg School District, both offering comprehensive educational programs ranking among the best in Wisconsin for grades K-12. The Village is also served by the Milwaukee Area Technical College, which provides secondary educational opportunities for Grafton's residents and employers.

Grafton's largest employers are in retail, healthcare, and manufacturing. In the early 2000s, a commercial district with big-box stores developed on the village's east side along I-43 and State Highway 60. Aurora Medical Center Grafton, which opened in 2010, is the largest employer in the village and is also located in the eastern commercial district. The other largest employers in the community include Meijer (Retail), Kapco (Fabricated Metal Manufacturing), Calibre (OEM Paint Finishing), the Grafton School District, and Pace Industries (Die Cast Manufacturing). Many residents commute for work, reflecting the larger trend of Ozaukee County as a majority-commuter community. Grafton Economic Profile:

[\*\*View the Grafton Economic Profile\*\*](#)



# **The Village Community Development Director Position**

The Community Development Director is responsible for leading and managing the Village's planning, zoning, economic development, and inspection functions. This position oversees the implementation of short- and long-range plans, including the Comprehensive Plan, and ensures that land use, zoning, and development activities align with Village policies and goals. The Director supervises department staff (4 FT/1 PT) and contractors, provides planning and development guidance to Village officials and commissions, and serves as the Zoning Administrator. Key responsibilities include managing community and economic development programs, overseeing building permitting and property assessment functions, preparing and administering departmental and TIF district budgets, and ensuring compliance with local, state, and federal regulations. The role also involves maintaining positive relationships with community stakeholders, developers, Village Board members, committee/commission members, and regional organizations to promote thoughtful growth and economic vitality.

## **Future Initiatives and Priorities**

- Finalize the Village Comprehensive Plan to guide growth, preservation, and redevelopment through 2050.
- Advance TIF District projects, including remediation and redevelopment of the former foundry site.
- Coordinate with Village departments on the WI Hwy 60 redesign and repaving.
- Assist with implementation of the Safety Action Plan and update the Bicycle and Pedestrian Plan.



# The Village Municipal Organization

The Village operates under a "Council-Manager" form of government. Policy-making and legislative authority are vested in the elected Village Board.

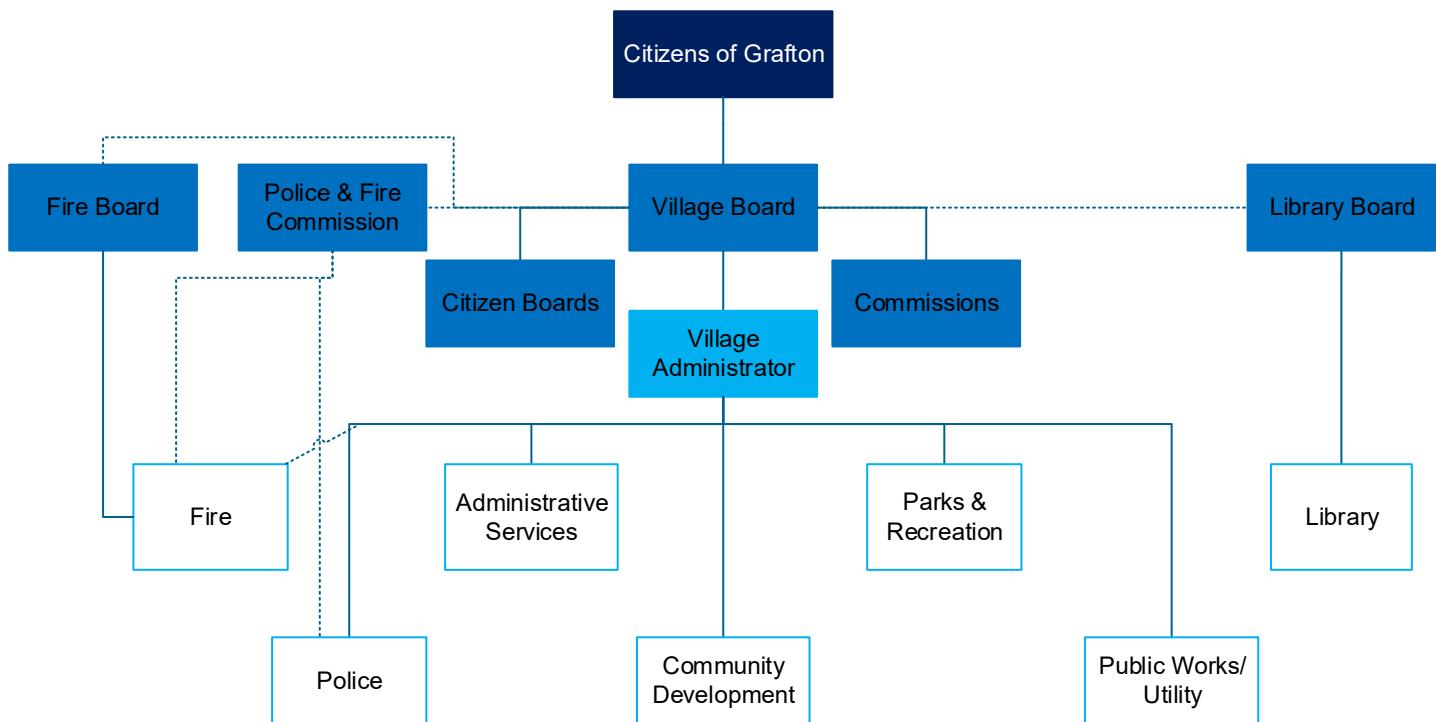
The departments of the Village include Administration, Administrative Services (Finance and Clerk), Community Development (including Planning, Inspections, and Assessments), Fire-EMS (as provided via intergovernmental agreement through the Ozaukee Central Fire Department, which includes the village of Saukville and towns of Grafton and Saukville), Library, Parks and Recreation, Police, Public Works, and Utilities (including combined Water and Wastewater). The U.S.S. Liberty Memorial Public Library and Ozaukee Central Fire Department are both governed by separate Boards whose members include residents from the respective municipalities that they serve.

There are 117 full-time and part-time permanent employees and another 200+ seasonal employees.

**PERSONNEL SCHEDULE SUMMARY**  
**AUTHORIZED PERMANENT POSITIONS 2022-2025**

<b>SUMMARY</b>	2022 Actual	2023 Actual	2024 Adopted	2025 Executive
Office of the Village Administrator	1.75	1.75	1.85	1.85
Administrative Services Department	4.60	4.60	4.60	4.60
Police Department	33.00	34.00	35.00	35.00
Fire Department	6.00	9.00	10.00	25.00
Public Works Department	16.75	16.75	18.75	18.75
Parks and Recreation Department	3.91	3.91	4.45	4.45
Community Development Department	5.25	6.25	5.90	6.38
Library	8.95	9.17	9.52	9.14
Water and Wastewater Utility	11.25	11.25	11.25	12.25
<b>TOTAL VILLAGE PERSONNEL</b>	<b>91.46</b>	<b>96.68</b>	<b>101.32</b>	<b>117.42</b>

**Village of Grafton Organizational Chart**





# Village Finances

The Village of Grafton has a total 2025 Budget of approximately \$37.2 million, with a breakdown as follows:

General Fund-\$11,474,779

Special Revenue Funds-\$8,716,825

Debt Service Fund-\$4,436,721

Capital Improvement Fund-\$6,331,566

Fiduciary-\$8,500

The General Fund:

General Government-\$1,252,972

Public Safety-\$4,756,778

Public Works-\$4,126,878

Community Enrichment Services-\$829,041

Conservation and Development-\$288,858

Unclassified-\$217,252

The Grafton General Fund Balance stood at an estimated \$4,131,000 at the end of 2024, which is an excellent 36% of the 2025 General Fund expenditures, while the unassigned fund balance is 30%. One of the Village's goals as identified in its Long-Term Financial Plan is the maintenance of its general fund balance equal to or greater than 25% of annual expenditures.

The Special Revenue Funds include Fire Protection and Rescue, Library Fund, Park and Open Spaces, Park and Recreational Facilities Fund, and Room Tax. It is important to note here that a referendum for additional funding of the Fire and Rescue Department was passed in 2024, which included a request to tax levy above the State of Wisconsin tax levy limits. In addition, the Villages of Grafton and Saukville and the Towns of Grafton and Saukville have established a joint Fire Department called the Ozaukee Central Fire Department (OCFD), which began its operations on January 1, 2025. The Inter-Municipal Agreement required that the fund balances of each of the respective merged fire departments be turned over to the OCFD on January 1, 2025. The Grafton amount contributed to the OCFD in 2025 is \$2,321,456 compared to a 2024 tax levy of \$843,378. This increase is due to the above-mentioned referendum. In 2025, the OCFD contracted with Grafton to use its employees and to provide financial and human resources services. Going forward, revenues will equal expenses in this fund, and it will carry no fund balance from year to year.



The detailed Enterprise Fund budgets for 2025 include combined Wastewater (\$3,236,575) and Water (\$2,263,425) Utilities. The Utilities have a total of \$4.7M in capital projects planned for 2025 and maintain a very healthy net position of approximately \$52.2M, which is an increase of 4% from last year.

The full Grafton 2025 Budget is available at this link (the Budget Summary is presented on pages 40-49):

[\*\*View the full Grafton 2025 Budget\*\*](#)

Audit: Here is a link to the 2024 audit staff memo with links to the annual reports.

[\*\*View the 2024 Audit Staff Memo\*\*](#)

The Village maintains an Aa2 bond rating through the monitoring of its excellent fund balance levels and making decisions within the context of its debt management plan. This bond rating will greatly assist the Village in obtaining favorable rates on its planned borrowing for future street and utility-related projects. 2025 marks the 31st consecutive year the Village has received the Government Finance Officers (GFOA) Distinguished Budget Presentation Award and the 14th consecutive year that the Village's PAFR and ACFR were both recognized for outstanding achievement by the GFOA.

## **Planning for the Future**

Comprehensive Plan: The Village's Comprehensive Plan is a combination of an updated Land Use component and the remaining Plan components from an intergovernmental project in 2009. Village Staff is currently working with Houseal Lavigne to do a complete update to the Plan; this project is on hold until the Village hires a Community Development Director.

[\*\*View the Comprehensive Plan 2050 Update Project\*\*](#)

[\*\*View the Comprehensive Plan\*\*](#)

Grafton has three (3) Tax Increment Finance Districts (TIDs). Detailed information on the Grafton TIDs:

[\*\*View the Grafton Tax Incremental Financing Districts\*\*](#)



## The Ideal Candidate

Successful candidates will possess a strong background in urban or community planning, public administration, or a related field, supported by at least four years of relevant professional experience. A bachelor's degree in land-use planning, urban planning, or public administration is required, with advanced education or certifications highly desirable. The position demands comprehensive knowledge of zoning laws, land use regulations, and community development programs, as well as familiarity with GIS applications and grant administration.

The ideal candidate is an experienced, visionary leader who demonstrates integrity, strong communication and interpersonal skills, and a collaborative spirit. They balance strategic thinking, innovation, and practical planning expertise with a commitment to teamwork and effective public engagement. They should also bring strong expertise in community planning, zoning administration, and long-term strategic development, supported by solid experience in Wisconsin local government and economic development, a stable employment record, and proficiency in managing development review processes and using relevant technology.

## How to Apply

Send cover letter, resume, salary history, and five work-related references (one PDF) to Public Administration Associates, LLC by **December 07, 2025**.

**Attn:** Sue McDade, Vice President

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

**Phone:** 608-516-9012



To Learn more watch the Grafton Community Development Director video announcement: <https://youtu.be/8di-JzMOSeA>



# Recruitment and Selection Schedule

**11/11 to 12/7/2025** - Recruitment of candidates

**12/7/2025** - Application materials due to PAA

**12/17 and/or 12/18/2026** - Zoom interviews with Semi-finalists / Selection of Finalists to be invited to Grafton for in-person Assessment Center. PAA begins in-depth reference reports on selected final candidates.

**1/8 or 1/9/2026** - In-person Assessment Center – 1 day

**1/19/2026** – Village Board formally confirms appointment of new Community Development Director by the Village Administrator.

**2/16/2026** - Approximate start date for new Community Development Director (Assumes 30-day notice to current employer)