



Grand Chute
experience better

Human Resources Director Recruitment Grand Chute, Wisconsin

POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



Profile Overview

Wisconsin's most populous town (Population 24,458) seeks its next Human Resources Director. Located in the dynamic Fox Valley metropolitan area, the Town provides a high quality of life for its residents and a professional, service-oriented workplace for approximately 168 full-time equivalent employees. Responsible for leading and managing all human resources functions, including recruitment and retention,

employee and labor relations, collective bargaining support, compensation and classification, benefits administration, policy development, training, safety, and workforce development initiatives, the Director reports to the Town Administrator. The salary range for the position is \$116,272 to \$149,510, depending on qualifications, with an anticipated hiring range of \$116,272 to \$132,891.

The Community

Quality of Life

Grand Chute residents enjoy big city amenities in a quiet and safe community. Many of these attractions are located in the Town, itself, including a major regional shopping mall, the Fox River Mall (*pictured at the top left of the page.*) The Wisconsin Timber Rattlers, a minor league baseball affiliate of the Milwaukee Brewers, play at Neuroscience Field and baseball stadium (*pictured at the top right of the page.*) Located in Wisconsin's third largest metro area, Grand Chute is the region's commercial and retail center. It is the largest town in Wisconsin, in terms of both population and equalized value, and also one of the fastest growing communities in the state. Grand Chute is just minutes away from major Appleton destinations including museums, a performing arts center and an international airport. The Town hosts an amazing network of trails and biking paths. In total the Town has 24 miles of off-road trails, 21 miles of sidewalk, and 11 miles of bicycle lane.



The town of Grand Chute (French for "great fall" or "large rapids") was formed in 1849 in what was then Brown County. Originally comprised of a much larger area, additional towns were split from Grand Chute as the region saw a large influx of settlers. When Outagamie County was created from Brown County in 1851 the Town was originally established as the county seat. The town is still one of the fastest growing communities in Wisconsin.

The Economy

Grand Chute enjoys a diverse economy featuring a strong manufacturing base. As the retail and hospitality center of the Fox Valley area the Town attracts thousands of visitors and employees every day.



Presto Products' Grand Chute plant is one of a number of manufacturing facilities located in the southeast area of the Town. A major regional employer, Presto is a market-leading supplier of products including food storage bags, plastic wrap, reusable containers, waste bags and soil stabilization solutions.



McCain Foods' Grand Chute production facility is pictured above. The company is the world's largest manufacturer of frozen potato products. Based in Oakbrook Terrace, Illinois, the company has 20,000 employees, worldwide with production facilities in six continents.

Education

Grand Chute is part of the award-winning Appleton Area School District, which serves over 16,000 students in 23 different schools and 15 recognized charter schools. In addition to public schools, families have a wide range of private school options.



Named after one of the area's most famous residents, Houdini Elementary School (pictured above) is one of two elementary schools located in the Town of Grand Chute.



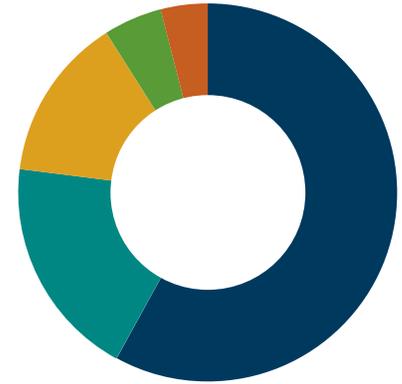
One of the three public four-year high schools in the Appleton Area School District, West High (pictured above) also offers two charter academies: Appleton Technical Academy (A-TECH) and the Renaissance School of the Arts (RSA). "The Terrors" participate in 13 varsity sports. The school offers a robust world languages program as well as numerous fine arts offerings.

Fox Valley Technical College® (pictured below), a 2-year public college, serves the Fox Cities region. Its main campus is located in Grand Chute. The college serves approximately 50,000 people each year.



Grand Chute Government

Grand Chute is a town organized under Chapter 60 of the Wisconsin Statutes. It is governed by a five-person Town Board consisting of four Supervisors and a Chairperson, each elected to two-year staggered terms. Approximately 168 full-time equivalent employees provide residents with a wide range of services and are organized under eight department heads and an elected municipal judge. The departments include: fire, police, finance, clerk, community development, human resources, information technology, and public works. The Town Administrator is appointed by the Board to serve as the chief administrative officer and is responsible for overseeing all aspects of local government management. The Human Resources Director reports to the Town Administrator. Grand Chute's 2026 general fund budget (expense) is \$24.2 million. It is shown broken down by function on the chart shown on the upper right. A breakdown of FTEs by department is shown on the lower right.

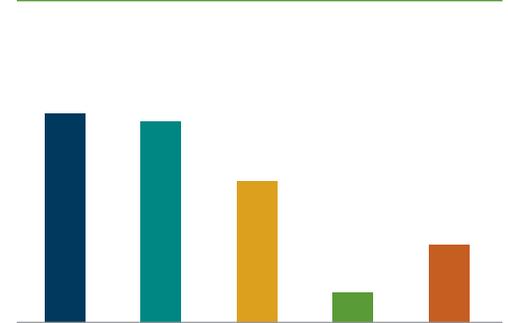


2026 General Fund Budget by Function

Public Safety	58%
Public Works	19%
General Government	14%
Parks & Recreation	5%
Community Development	4%

Human Resources

The Human Resources Department plays a central role in advancing the Town's organizational mission by cultivating a high-performing and inclusive workforce that is equipped to deliver excellent customer service to the residents of Grand Chute. Guided by a mission to respect and value each employee as an essential individual, the Department partners with departments to promote a diverse, equitable, and respectful work environment, support professional growth and development, administer competitive compensation and benefits programs, lead employee relations and policy compliance efforts, and provide strategic guidance on workforce planning and labor relations. Through proactive leadership and collaboration, the Department ensures that Town employees are empowered, engaged, and positioned to achieve both individual and organizational success. The Department is comprised of three full-time equivalent employees, including the Director.



Distribution of Grand Chute Workforce

Department	FTE's
Police	53.00
Fire	51.36
Public Works	36.43
Community Development	8.23
All Other	19.45

Total **168.47**

The Position

POSITION SUMMARY

The Human Resources Director provides senior leadership and strategic management oversight for all human resources operations as head of the Human Resources Department. The Director is responsible for delivering town-wide human resources strategy and ensuring compliance with all state and federal employment laws. Core functional areas include talent acquisition, compensation and classification administration, benefits oversight, labor and employee relations, policy development and compliance, safety and wellness programming, supervision, and workforce development.

The Director serves as a trusted advisor to the Town Administrator and department heads on complex employee relations matters, collective bargaining, performance management, and organizational development. Responsibilities include preparation and management of the departmental budget, administration of the Town's non-represented classification and compensation plan, oversight of collective bargaining processes, representation of the Town in personnel-related hearings and investigations, and presentation of compensation, benefits, and policy recommendations to the Town Board.

The position leads implementation of strategic human resources initiatives including modernization of human capital management systems, enhancement of performance evaluation programs, continuous review of market-competitive compensation and benefits, and development of programs that support recruitment, retention, employee engagement, and succession planning. Work is performed in collaboration with the Town's leadership team under the general direction of the Town Administrator.

COMPENSATION

The salary range for the position is \$116,272 to \$149,510, depending on qualifications, with an anticipated hiring range of \$116,272 to \$132,891.

Excellent benefits are provided, including participation in the Wisconsin Retirement System, comprehensive State of Wisconsin health insurance options, employer-paid dental, life, and disability coverage, generous paid leave, professional development support, and additional voluntary insurance options.



Essential Functions

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Provides strategic leadership and supervision to the Human Resources Department. Coaches and advises department heads on complex employee relations matters to resolution in a fair, equitable, and respectful manner. Establishes departmental goals and priorities aligned with organizational objectives. Evaluates departmental structure and processes to ensure maximum effectiveness and continuous improvement.
- Oversees full-cycle talent acquisition and onboarding. Directs recruitment, interviewing, testing, selection, onboarding, and mentoring programs to ensure the Town attracts and retains high-quality employees. Develops workforce planning strategies and succession planning initiatives to meet long-term organizational needs.
- Administers and manages compensation and classification systems. Oversees the Town's non-represented classification and compensation plans. Prepares and updates job descriptions in collaboration with department heads. Interprets pay administration policies and recommends revisions to maintain market competitiveness and internal equity.
- Ensures policy development, administration, and compliance. Develops, updates, interprets, and administers human resources policies and union contracts. Ensures Town-wide compliance with applicable federal and state employment laws including FLSA, FMLA, ADA, EEOA, WFEA, COBRA, and related statutes and regulations. Oversees performance management and talent development initiatives. Designs and implements performance evaluation systems, training programs, career development initiatives, and performance improvement plans in collaboration with department leadership.
- Directs employee benefits administration. Oversees medical, dental, vision, retirement, life, disability, EAP, FMLA, COBRA, and related programs. Analyzes benefit trends and makes recommendations to ensure competitive, sustainable fringe benefit offerings.
- Leads labor and employee relations activities. Participates in collective bargaining negotiations, grievance procedures, mediation, arbitration, and disciplinary processes. Serves as the primary link between management and employees. Represents the Town in personnel-related hearings and investigations, including unemployment and workers' compensation matters.
- Supervises Town-wide safety and wellness programs. Oversees workers' compensation, drug and alcohol testing programs, safety training, wellness initiatives, and employee recognition programs.
- Prepares and manages the Human Resources Department budget. Monitors expenditures and recommends fiscal strategies to ensure responsible stewardship of public funds.
- Acts as liaison to the Town Board and leadership team. Attends Town Board meetings and presents human resources policy, compensation, and benefit recommendations. Prepares reports and research as requested by the Town Administrator.



Grand Chute is a full-service community that provides its own police and fire departments among other services. The Public Works Department regularly supports all Town departments in activities, including fleet and facility maintenance. The Town's three largest departments by FTE count are Police, Fire and Public Works.

These are representative duties of the position. The full position description is available to candidates upon request.

The Ideal Candidate

The Town seeks a collaborative, strategic leader who demonstrates integrity, discretion, and sound judgment in all human resources matters. The successful candidate will possess the ability to build trust across the organization while maintaining objectivity and fairness in policy administration and employee relations.

The position requires a professional who communicates clearly and confidently with elected officials, department heads, union representatives, and employees at all levels of the organization. The ideal candidate will bring a balanced approach to labor relations, demonstrate strong analytical capabilities, and have the ability to translate complex employment laws and human resources principles into practical, workable solutions.

The next Human Resources Director will be forward-thinking and committed to continuous improvement, capable of aligning human resources strategies with the Town's broader organizational goals. A demonstrated ability to cultivate a positive workplace culture that supports recruitment, retention, employee engagement, and succession planning is essential.



Skills & Experience

This position requires comprehensive knowledge of modern human resources principles and best practices, including full-cycle recruitment, compensation and classification systems, benefits administration, labor relations and collective bargaining, performance management, and human resources information systems. The successful candidate will have a proven track record of managing complex employee relations matters with professionalism and discretion. Experience participating in or leading collective bargaining negotiations, administering grievance procedures, and representing an employer in personnel-related hearings is essential.

Strong analytical and problem-solving skills are critical, along with the ability to interpret and apply state and federal employment laws. The Director must demonstrate the capacity to manage sensitive matters confidentially while providing clear guidance to leadership. The ability to supervise, mentor, and develop staff is important, as is experience in preparing and managing departmental budgets. Excellent written and verbal communication skills are required, including the ability to present policy and compensation recommendations before governing bodies.

Qualifications

This position requires a Bachelor's Degree with an emphasis in Human Resources, Business Administration, Public Administration, or a related field. Candidates must have 8–9 years of progressively responsible public sector human resources experience, including collective bargaining, employee relations, and policy development, along with 3–5 years of supervisory or management experience. Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), SHRM-CP, or SHRM-SCP credentials are preferred. The Town may consider any equivalent combination of credentials, licenses, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of the position.



Outdoor enthusiasts have numerous venues to choose from in the Town and surrounding area. The Gordon Bubolz Nature Preserve (pictured above) is an amazing natural spot within the Town. With over 700 acres, the preserve is an important ecological spot in the Fox Valley. This privately owned preserve has a beautiful lodge available for meetings, weddings and other events. The preserve also features over 8.5 miles of trail, a playscape and observation deck, among other attractions.

How to Apply

Email cover letter, resumé, three professional references, and salary history as a single PDF to Dave Bretl, Public Administration Associates, LLC at smcdade@public-administration.com. Include Grand Chute HR Director Search in the subject line. Questions regarding the position should be directed to Mr. Bretl at (414) 350-3328. The deadline for applications is March 23, 2026.

Applicants should be aware that, consistent with Wisconsin public records law, the names of those selected as finalists for the position may be subject to public disclosure.

The Town of Grand Chute is an Equal Opportunity Employer and encourages all qualified individuals to apply.