



VILLAGE OF  
MOUNT HOREB

WISCONSIN



# Village Administrator Village of Mount Horeb, Wisconsin

Position Profile



Public Administration Associates



# The Community

Located just 20 miles west of Madison in the scenic hills of western Dane County, the Village of Mount Horeb is a vibrant and growing community that blends small-town character with proximity to one of Wisconsin's most dynamic metropolitan areas. Originally settled in the mid-1800s by European immigrants—particularly Norwegian settlers—the community developed as a center for agriculture and commerce, serving the surrounding rural area. Over time, Mount Horeb has maintained its strong sense of heritage while evolving into a thriving village known for its welcoming community, distinctive downtown, and high quality of life.

Today, Mount Horeb is home to approximately 8,000 residents (projected to be 10,430 in 2041) and continues to attract new families and professionals drawn to its excellent schools, local businesses, and easy access to employment opportunities throughout the Madison region. Mount Horeb Area School District provides strong educational opportunities for students from early childhood through high school, while nearby colleges and universities in the Madison area offer extensive higher-education and workforce-development resources.

Mount Horeb's economy reflects a blend of local entrepreneurship, agriculture, tourism, and regional employment. The community's historic downtown along Main Street is famous for its Norwegian-inspired culture and the iconic "trolles" that line the street. This area serves as a hub for restaurants, shops, and small businesses that attract visitors from across the region. Many residents also commute to nearby Madison or Verona for employment while enjoying the village's welcoming atmosphere, natural beauty, and great civic pride. Together, these qualities make Mount Horeb an exceptional place to live, work, and serve the community.



# The Village Municipal Organization

The Village of Mount Horeb operates under a Village Board–Administrator form of government. Policy-making and legislative authority are vested in the elected Village Board, which establishes the community’s vision, adopts ordinances, and sets overall policy direction. The Village Administrator is responsible for the day-to-day management of municipal operations and for implementing the policies established by the Village Board.

Village services are delivered through several departments that work collaboratively to serve residents and support the community’s continued growth. These include Administration, Finance and Clerk services, Community Development (including planning, zoning, building inspections, and economic development), Library, Police, Public Works, Utilities (Water and Wastewater), and Parks, Recreation, and Forestry. Fire and EMS services are provided through the Mount Horeb Area Joint Fire Department, a regional department that serves the Village and surrounding communities.

The Village employs a dedicated team of 57 full-time and more than 80 part-time staff across its departments.

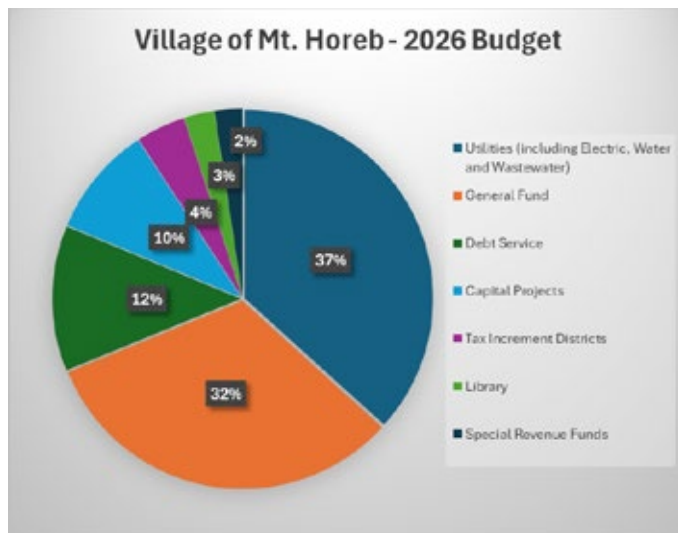
A complete Village Organizational Chart can be found here:

<https://www.mounthorebwi.info/DocumentCenter/View/900/VMH--Org-Chart-20260303>

# Village Finances

The Village has a total 2026 Budget of \$33.4M with a breakdown as follows:

Utilities-\$12,281,205  
General Fund-\$10,721,431  
Debt Service-\$4,169,296  
Capital Projects-\$3,177,486  
Tax Increment Districts-\$1,414,120  
Library-\$869,634



It should be noted that the Mount Horeb Electric Utility purchases wholesale power from WPPI Energy and distributes it to customers within and outside of the Village's corporate limits. Its expenses (2026 projected at \$7.96M) include costs for maintaining two substations and 127 miles of primary distribution lines. In 2023, the Wisconsin Public Service Commission approved a rate increase, the electric utilities' first since 2006. The increase will help pay for utility upgrades for a new substation and a main line extension.

Total outstanding Village indebtedness as of December 31, 2025, was \$47,026,146, of which \$22,296,732 was General Obligation (GO), with the remainder TID (\$5.05M) and Utility Revenue (\$19.67M). With a 2025 equalized property value of \$1,293,353,677, the Village can legally borrow up to 5% of its equalized value (\$64,667,684) under Wisconsin State law, so it has a healthy debt margin of 40.47%. This Village debt margin is expected to decrease to 23.36% in 2030, based on the Village's long-range financial and capital improvement plans.

The Village maintains a long-range capital improvements program through its Capital Projects Fund. Total non-utility capital projects for 2026 total \$3,177,486. Street maintenance and replacement projects make up the majority of this year's planned capital projects (\$2,168,300), but any project over \$5,000 are funded through this source. Village policy requires that any general fund balance remaining at the end of the fiscal year that is more than 25% of the next year's budgeted expenses be transferred to the Village Capital Projects Fund.

The Village has three Tax Increment Districts with corresponding funds: TID #3, TID #3 Amendment, and TID #5. TID #3 is performing well and had a 2025 total value of \$70,036,300, up over \$10.3 M from the previous year. It is unknown whether TID #3 Amendment will be able to fully meet its debt obligations; it had an estimated negative fund balance of \$959,325 at the end of 2025. TID #5 has a current value of \$51,794,100, an increase of \$4,581,900 in 2024. It appears to be cash-flowing and meeting its debt obligations currently.

The full Mt. Horeb 2026 Budget Documents, Final Audit Reports, and TID reports are available at this link: <https://www.mounthorebwi.info/273/Village-Treasurer>



# The Village Administrator Position

As the Village's chief administrative officer, the Mount Horeb Village Administrator is responsible for the implementation of the Village Board's policies and priorities as well as recommending the annual municipal budget. The Village Administrator is responsible for the professional administration of all municipal operations in accordance with Wisconsin Statutes and Village ordinances. The Administrator provides strategic leadership, organizational oversight, fiscal stewardship, and operational coordination to ensure efficient, effective, and responsive delivery of municipal services.

The Mount Horeb Village Administrator supports the work of the Village Board and municipal boards and committees by coordinating the organization's official business and providing leadership and direction. The Village Administrator is expected to be actively involved in promoting the community and its economic development, and in promoting and maintaining the Village's strong business environment. The Village Administrator hires village department heads and other administrative staff and oversees the management of department-led projects and activities. The Village Administrator is the face of the municipal government and should be very visible in the community, representing the Village organization.

The Village Administrator in Mount Horeb serves as an ex officio member of Village boards, commissions, and committees unless otherwise directed by the Village Board. As mentioned above, a key responsibility is to work collaboratively with the developers, the Village Planner, the Village Attorney, and the Village Engineer on matters related to land divisions, zoning, and subdivision improvement requirements.

As part of its preparation for the recruitment of the next Mount Horeb Village Administrator, PAA conducted an assessment of what some 25+ elected Mount Horeb officials and staff wish to see in their next administrator, and the following were some key expectations that came out of that assessment:

- Proactive budgeting and financial management
- Managing growth responsibly while preserving community character
- Fostering continued collaborative initiatives and partnerships with community stakeholders
- Maintaining and revitalizing Mount Horeb's unique and historic downtown
- Hiring and retaining talented staff
- Promoting community engagement on all levels
- Addressing housing needs for a changing population of community residents

A full position description can be found here:

[www.mounthorebwi.info/DocumentCenter/View/906/Position-Description-Village-Administrator](http://www.mounthorebwi.info/DocumentCenter/View/906/Position-Description-Village-Administrator)



# Future Challenges and Opportunities for the Next Village Administrator

- New Business Park – The Village has the opportunity to develop a new business park. Properties have been identified, and the Village is finalizing access requirements with WI DOT
- New Mount Horeb Recreation Complex – Parkland has been purchased, and a Master Plan created. The next step is development
- Updated Zoning Code – the Village completed a two-year process to rewrite its 40+ year old zoning code, emphasizing modernization, improved processes, and housing affordability
- New Lukken property housing – RFP’s for a unique housing development adjacent to the Mount Horeb Recreation Complex are being evaluated
- Commercial Growth – Mount Horeb receives a healthy number of inquiries on small-scale commercial development



# The Ideal Candidate

The ideal candidate demonstrates both personal and professional integrity, a collaborative style when working with the staff team, and takes a team-building approach to leading and addressing community issues/problems. They must have strong communication and interpersonal skills, and a collaborative spirit.

They should also bring strong expertise in budget development and management, capital improvement planning and execution, and a proactive approach to managing human resources – including pay, performance, and general personnel management. A background in strategic planning, organizational change, and development will also be required.

Bachelor's degree in public administration, Business Administration, Political Science, or a closely related field required. Master's degree in Public Administration (MPA) business Administration (MBA), or related field preferred. Minimum of five (5) years of progressively responsible leadership experience in municipal management or public sector administration.

Compensation: The anticipated hiring range for this position is \$125K-\$145K DOQ, plus an excellent benefit package.

<https://www.mounthorebwi.info/DocumentCenter/View/907/2026-BENEFIT-LISTING-A>



## How to Apply

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

**Attn:** Sue McDade, Vice President

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

**Application Deadline: April 9, 2026**

*Confidentiality must be requested by applicants and cannot be guaranteed for finalists per Wisconsin State Statutes.*

## Recruitment/Selection Schedule

**4/9/2026** - Application materials due to PAA

**4/10 to 4/14/2026** - Review of applications – Selected semi-finalists to be invited for Zoom interviews.

**4/15/2026** – Review of candidates – Finalists selected to be invited to Mt. Horeb for in-person Assessment Center. PAA begins in-depth reference reports on selected final candidates.

**4/30/2026** - In-person Assessment Center

**Immediately following Assessment Center** – PAA negotiates terms of the employment letter on behalf of the Village and Village performs necessary final background checks.

**5/6/2026** – Village Board formally confirms appointment of new Village Administrator.

**June 1, 2026** - Approximate start date for new Administrator (Assumes 30-day notice to current employer)

For more information, visit the community website at <https://www.mounthorebwi.info/>.