



TOWN ADMINISTRATOR RECRUITMENT GRAND CHUTE, WISCONSIN POSITION PROFILE



Public Administration Associates

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PROFILE OVERVIEW

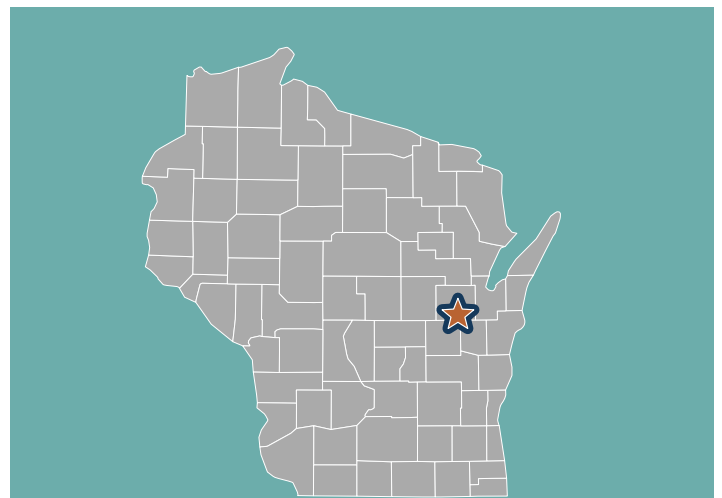
Grand Chute, Wisconsin's most populous town (Population 24,458) seeks its next Administrator. Located in the dynamic Fox Valley metropolitan area, the Town and region provide a high quality of life for its residents. Appointed by and accountable to a five-member town board, the position serves

as Grand Chute's chief administrative officer. The anticipated hiring range is \$152,672 to \$174,491, depending on qualifications, plus excellent benefits. The Board encourages residency within the Town and is prepared to incentivize the successful candidate to live in Grand Chute.

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. A recent survey of residents found a 93 percent satisfaction rate with the quality of life in Grand Chute.



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 families are served by two quality public school districts: Appleton and Hortonville. In addition to public schools, families have a wide choice of private schools to choose from.



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



In addition to the main campus building (pictured above) the Grand Chute campus is comprised of a number of specialized facilities including transportation and agricultural centers.

Fox Valley Technical College®, a 2-year public college, serves the Fox Cities region. Its main campus (pictured) is located in Grand Chute. The college serves approximately 50,000 people each year and offers more than 200 associate degree, technical diploma, and certificate programs as well as instruction related to 20 apprenticeship trades. It has credit transfer agreements with more than 30 four-year colleges and universities.

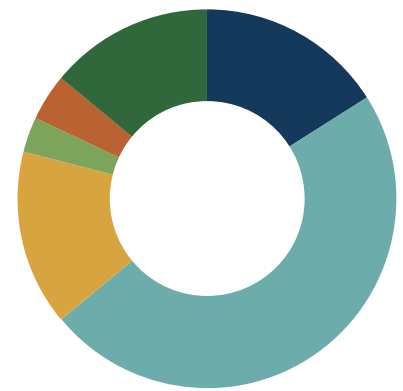


GRAND CHUTE GOVERNMENT

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. A municipal court has been established in the Town, which, under State law, is a coequal branch of government.

Approximately 170 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. An independent Police and Fire Commission is responsible under state law for appointment and discipline of police and fire personnel.

Grand Chute's total annual 2026 budget (including utilities) is approximately \$73.2 million, comprised of a \$26.6 million general fund (expense) budget as well as utility and five Tax Incremental District (TID) budgets. Four sanitary districts operated by the Town distribute water and collect waste and stormwater. The Town is a wholesale water customer of the City of Appleton and participates in a regional sewage treatment district. A breakdown of the Town's 2026 expense budget is shown to the right.



Town of Grand Chute General Fund

2026 Proposed Expenditures (General and Debt Service)

General Government . . .	\$ 3,472,155.....	13%
Public Safety	\$14,156,499.....	53.5%
Public Works	\$ 4,633,208.....	17%
Community Development..	\$ 823,992.....	3%
Parks & Recreation.....	\$1,155,653.....	4.5%
General Debt Service	\$2,385,722. . . .	9%

General Fund with Debt Service:

\$26,627,229

**Total 2026 Expenditure: (All funds)
\$73.2 Million**

OPPORTUNITIES AND CHALLENGES

The next Town Administrator will need to have the skills and experience to guide the Town through the following opportunities and challenges, including:

Strategic Planning

In 2025, the Town of Grand Chute began a comprehensive strategic planning effort to guide all aspects of Town government. The Administrator will have the opportunity to continue this effort that will set priorities and guide decision-making over the next three to five years.

Regional Collaboration

The Administrator will be well-positioned to build and strengthen partnerships with neighboring Fox Cities communities, fostering regional cooperation and pursuing shared opportunities.

Facilities Planning

Following a space needs assessment, the Town developed a conceptual plan for the renovation and expansion of the Town Hall municipal complex. The Administrator will have the chance to champion this important project, ensuring facilities meet the Town's needs for the next 20 years.

Infrastructure and Funding

The Administrator will play a key role in developing a sustainable, long-term funding strategy for the construction and reconstruction of Town streets and utilities—helping ensure infrastructure keeps pace with growth and community expectations.



RECRUITMENT SCHEDULE

Candidates for this position should note the following dates:

RECRUITMENT OPENS:

June 3, 2026

RECRUITMENT CLOSES:

July 6, 2026

SELECTION OF FINALISTS:

July 21, 2026

FINAL ASSESSMENT:

July 28-29

Finalists will need to be available for in-person assessment activities in Grand Chute on this day.



MAJOR SERVICES AND PROGRAMS

The following are some major services provided by Grand Chute to its residents, but by no means a complete list. For a complete overview of the names and functions of the Town's departments, visit its [website](#).

Police

With a total of 52 full-time equivalent positions (42 sworn), the Police Department protects not only the Town's 24,458 residents but also workers, shoppers, and visitors who can increase the Town's daytime population to 35,000 – 40,000.

Fire

The Fire Department provides all-hazards emergency response and risk reduction services to a twenty-three square-mile area. This response area is served by two stations staffed 24 hours a day by a total combination of approximately 40 career and paid-on-premise fire personnel who answer over 3,000 emergency calls for service annually. In 2025, the Fire Department began providing advanced life support ambulance service at the paramedic level. Doing so ensures that the citizens and visitors of Grand Chute receive the highest level of emergency medical care possible, while bolstering the agency's ability to respond to emergencies.

Public Works

The Department of Public Works maintains and manages the public infrastructure of the Town of Grand Chute. The Department is comprised of the following five divisions: Streets, Utilities, Parks and Recreation, Fleet Maintenance, and Engineering.

Parks and Recreation

With a mission to promote the health and wellness of the entire Grand Chute community, the Parks & Recreation Division provides high-quality park facilities, offering recreational opportunities for residents of all ages. The Town offers nine parks totaling over 135 acres, five of which feature pavilion rentals during the summer months and one available year-round.

Community Development

The Community Development Department facilitates positive economic growth by providing top-quality municipal planning, inspections, and property services to residents and businesses seeking to build or redevelop in Grand Chute. The department provides public service in the areas of planning and zoning, building inspections, GIS, and property assessment.

Information Technology

The Information Technology Department is responsible for providing overall technology management to Grand Chute. This includes providing strategic insight to the Town Board, Town Administrator, departments and committees to ensure the wise use of Grand Chute resources on initiatives involving technology.

Human Resources

With its mission to respect and value each employee as an essential individual in providing excellent customer service for the citizens, the Human Resources department supports the Town by promoting a diverse workforce with professional and personal growth opportunities, providing consultation and support to the Board and staff, and promoting policies to ensure a respectful, safe, and equitable work environment.



Town Center Park (pictured above) features nearly 24 acres of open space, a playground and a 4,600 square foot community building.

Finance

The Finance Department is responsible for the accounting and financial operations for the Town, which include: accounts receivable, payroll, working with Town auditors, investments, cash receipting, tax collection, and financial forecasting. Finance plays a key role in assisting the Administrator and Town Board with the annual budget preparation.

Clerk

The Clerk's Office maintains Town records, manages local elections, prepares agendas and serves as the recording secretary for the Town Board and other Town bodies, administers claims, issues various types of licenses and permits, and ensures compliance with local, state, and federal laws in official Town operations. The Clerk's Office ensures government transparency, legal compliance, and efficient operation and often serves as a link between the public and the Town government.

THE POSITION

POSITION SUMMARY

The primary responsibility of the Town Administrator is serving the Town Board in meeting the needs of the Grand Chute residents. The Town Administrator serves as the Chief Administrative Officer for the largest town in Wisconsin. This position is responsible for strategic planning, managing operations, managing general and sanitary district balances and budgets of approximately \$73.2 million, overseeing four sanitary districts, and a workforce of approximately 170 employees. The position is appointed by and accountable to the five-member Town Board.

COMPENSATION

The anticipated hiring range is \$152,672 to \$174,491, depending on qualifications, plus excellent benefits. The Board encourages residency within the Town and is prepared to incentivize the successful candidate to live in Grand Chute.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Serve as the Town's chief administrative officer appointed by the Town Board. Offer professional guidance, leadership, and advice to the Town Board and provide written reports on a variety of Town business. Review, analyze, respond and solve any significant issue brought forward about any department in the Town. Serve as the Town official for land purchases and land and equipment sales transactions. Respond in a timely and transparent manner to citizen and board concerns.
- Oversee all aspects of local government management including police, fire, human resources, community development, finance, public works, information technology, and clerks. Leader and direct supervisor of the Town's Management Leadership team of 8 department heads. Responsibilities of hiring, developing, evaluating performance and serving as a mentor, coach, and confidant to department heads. Facilitate department head meetings to promote a team oriented and collaborative work environment focused on the betterment of the Town. Serve as a liaison between the Town Board and the management team.
- Oversee the completion of the Town's comprehensive plan, capital improvement plan, and strategic plan. Foster positive external relationships to identify partnership collaborations with surrounding communities related to intergovernmental cooperation and joint services. Identify potential grant opportunities. Promote strategies to grow and cultivate capabilities of staff to develop them into viable candidates for succession planning purposes. Identify challenges and opportunities for the continuous improvement of Town services.
- Oversee annual departmental budget requests, as compiled by the Finance Department. Review departmental annual goals and objectives as stated in the annual budget. Present annual budget to the Town Board with recommendations and keep the Board apprised of the Town's financial condition and future needs.
- Subject to appointment by the Town Board, serve on community boards including the Fox Cities Convention and Visitors Bureau and the Fox Cities Sports Development Board.

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

THE IDEAL CANDIDATE

The ideal candidate for the Grand Chute Town Administrator will be an innovator; an approachable leader with a proven track record of building high-quality teams. The Town seeks a collaborative leader, with exceptional listening and communication skills as well as the ability to react to changing conditions. It will be critical for the Administrator to promote teamwork between the Town Board and staff and to cultivate productive relationships with staff, citizens, Supervisors and other units of government.

SKILLS & EXPERIENCE

A strong finance background including a sound knowledge of budget development and capital improvement planning is essential. The successful candidate will possess exceptional strategic planning and economic development skills and have a proven record of developing and maintaining positive intergovernmental relations.

QUALIFICATIONS

Requires a Bachelor's degree in a related field, such as public or business administration, organizational leadership, planning, finance, accounting, human resources. Master's degree is preferred. Significant experience in the administration of a complex organization, including a minimum of five years of upper-level management experience is required. Unlimited access to reliable transportation is required. ICMA-CM credential is a plus.



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

To apply, email a single PDF containing a cover letter, résumé, three professional references, and salary history to David Bretl, Public Administration Associates, LLC, at smcdade@public-administration.com. Please include “Grand Chute Administrator Search” in the subject line.

The deadline for applications is July 6, 2026.

Confidentiality must be requested, but cannot be guaranteed for those selected as finalists.