



CITY OF
PEWAUKEE
WISCONSIN



City Administrator
Pewaukee, Wisconsin

Position Profile



Public Administration Associates

The Community

The City of Pewaukee is a premier city in Wisconsin's "Lake Country," located immediately west of Milwaukee. Although Pewaukee is a "city," it has a distinctive country feel, and the community is a vibrant, ever-changing place filled with things to do, places to go, and people to see.

Pewaukee includes 21 square miles of land and water area and is home to over 16,300 residents. The City also encompasses approximately 43% of Pewaukee Lake, a gem of the area. Pewaukee has several industrial parks home to many thriving businesses, as well as great places to dine, shop, and visit. The City operates a joint Parks and Recreation Department with the adjacent Village of Pewaukee, which has 14 public parks, including the Pewaukee Sports Complex. A robust bicycle and pedestrian trail system is maintained throughout the community.

Pewaukee was originally organized as a town in 1840 by an act of the Wisconsin Territorial Legislature, predating Wisconsin's statehood by eight years. The name Pewaukee is constructed upon aki or (w)aukee, which means "land" or "location" in several Algonquian languages.

The mid-19th century brought significant infrastructure developments to Pewaukee. In 1855, the Chicago, Milwaukee, St. Paul, and Pacific Railroad constructed a line through the area, followed by the Wisconsin Central Railroad in 1885. These railroads are operated today by the Canadian Pacific, Kansas City, and the Canadian National Railways.

In 1999, the City of Pewaukee was incorporated, encompassing areas of the former Town of Pewaukee that were not part of the adjacent Village of Pewaukee, which had been incorporated in 1876 from the original Town. Today, the City and Village of Pewaukee, while maintaining separate governments, collaborate to provide several joint municipal services and have a very positive intergovernmental working relationship.

The Pewaukee School District comprises four separate schools on a single campus, serving students from early childhood through 12th grade. Pewaukee Lake Elementary School serves students from early childhood to 2nd grade. Horizon Elementary encompasses grades 3 through 5. Asa Clark Middle School educates students in grades 6 through 8. Pewaukee High School (PHS) serves grades 9 through 12. Pewaukee is also home to a Roman Catholic grade school: St. Anthony on the Lake. This educational institution serves students in kindergarten through 8th grade. Waukesha County Technical College (WCTC), part of the Wisconsin Technical College System (WTCS), has a main campus located in Pewaukee.

The city is home to one of the largest churches in the Milwaukee area, Spring Creek Church. Other churches include Christ Evangelical Lutheran Church, Shepherd of the Hills Lutheran Church, Fox River Congregational Church, St. Anthony on the Lake Catholic Church, Gethsemane United Methodist Church, Crossroads Church, Galilee Lutheran Church, St. Bartholomew Episcopal Church, Joy Christian Fellowship Church, and Queen of Apostles Catholic Church. Pewaukee has four Dharmic temples: the Hindu Temple of Wisconsin, the adjacent Jain Temple of Wisconsin, the Wisconsin Shirdi Sai, and the BAPS Swaminarayan temple.



The City Municipal Organization

The City Administrator is the City's Chief Administrative Officer and is responsible for the implementation of the Mayor and Common Council's policies and priorities.

The City of Pewaukee is a full-service municipality that operates under a Mayor–Common Council form of government, with the Mayor serving as the chief executive officer and a six-member Common Council providing legislative and policy direction. The six (6) Common Council members (aldermen), are elected on a nonpartisan basis. The Mayor and each alderman are elected by general election for a term of three (3) years. Aldermen serve three districts in the City and serve staggered terms with two aldermen elected each year.

Municipal services are provided through a range of departments and functions, including Administration, Assessor, City Clerk-Treasurer (also serves as the Cemetery Sexton), Employee Services, Fire/EMS Department, Information Technology, Library (a collaboration between the Village and City of Pewaukee), Municipal Court, Parks and Recreations (jointly serving both the City and the Village of Pewaukee), Planning and Community Development (including Inspection and Code Enforcement), Police Services (provided under contract with the Waukesha County Sheriff's Department), Public Works (including Engineering, Street/Highway, and Utilities).

The Library and the Parks and Recreation divisions are both governed by separate boards whose members include residents from the respective municipalities served. There are 109 full-time, 15 part-time and up to 75 seasonal employees.

The City of Pewaukee organizational chart is included at the end of this document.

[View the City of Pewaukee Strategic Plan](#)

[View the City of Pewaukee Comprehensive Plan](#)



City Finances

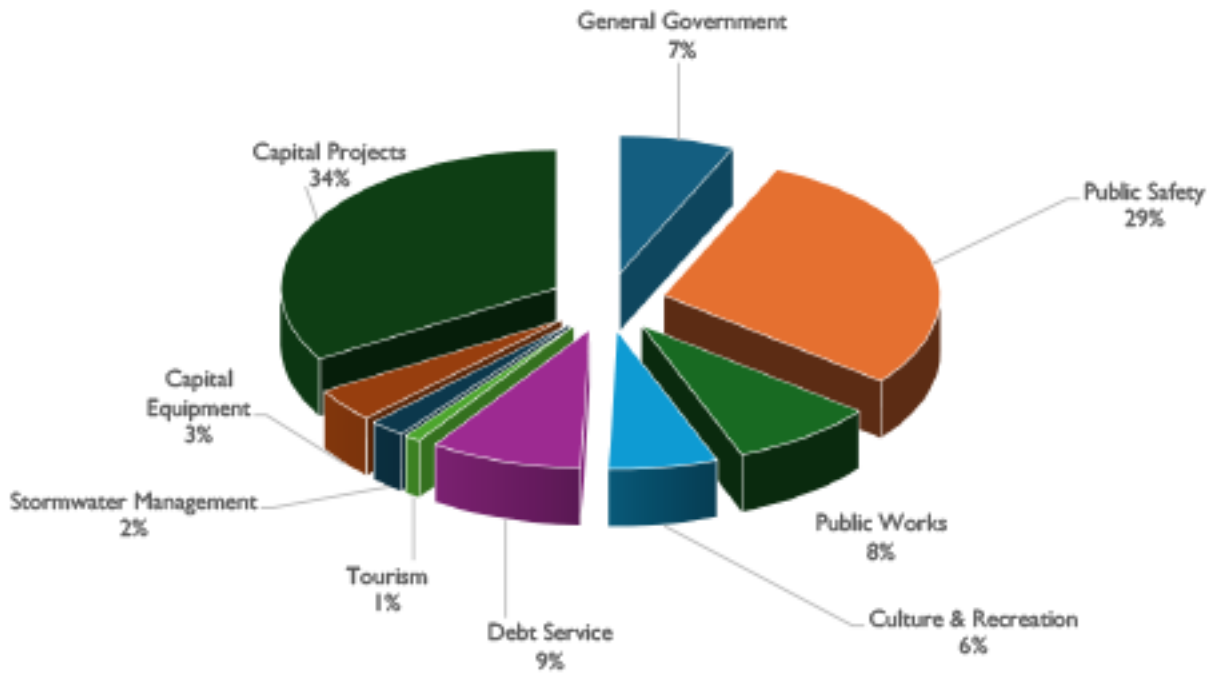
The City of Pewaukee has a total 2026 Consolidated Budget of approximately \$47.2 million, with a breakdown as follows:

General Government-\$3,182,598
Public Safety-\$13,648,539
Public Works-\$4,011,260
Culture and Recreation-\$3,018,354
Tourism-\$450,760
Storm Water Management-\$983,450
Capital Projects-\$15,866,000
Capital Equipment-\$1,867,687
Debt Service-\$4,209,502

2026 Projected Revenues to support the Pewaukee Budget are:

Property Taxes-\$12,995,892
Non-Property Taxes-\$1,536,120
Special Assessments-\$1,500,000
Intergovernmental-\$2,760,178
Licenses and Permits-\$1,121,750
Fines, Forfeitures, and Penalties-\$500,000
Public Charges for Services-\$1,692,681
Intergovernmental Charges for Services-\$7,250,363
Impact Fees-\$93,000
Interest-\$1,283,100
Miscellaneous-\$386,700
Long Term Debt Proceeds-\$16,206,310

CITY OF PEWAUKEE Expenditures - Governmental Funds



The Pewaukee General Fund Balance stood at an estimated \$6,477,987 at the end of 2025, representing 27.2% of 2026 General Fund revenues.

2026 Capital Projects primarily include Road Improvements (\$12,050,000), which include a new City Hall Parking Lot; Bike and Pedestrian Projects (\$1,805,000); and the City Hall Remodeling (\$936,044).

The City currently maintains an Aa1 bond rating by monitoring its excellent fund balance levels and making decisions in accordance with its debt management plan. In its most recent Moody's Ratings Report (February, 2026), the City's general obligation debt is classified as "high quality," indicating very low credit risk and placing the City in the second-highest tier of investment-grade municipal bonds. Moody's highlighted Pewaukee's strong economic ties to the Milwaukee metropolitan area, healthy financial reserves, affluent resident income, and growing tax base as the primary drivers for this strong rating.

This is a link to the most current Pewaukee Audit available:

<https://www.cityofpewaukee.us/DocumentCenter/View/4628/2024-Audit>



The City Administrator Position

The City Administrator serves as the City's chief administrative executive, responsible for the overall management, coordination, and performance of municipal operations. Reporting to the Mayor and Common Council, the Administrator provides strategic leadership, ensures efficient delivery of services, and maintains and grows strong partnerships with elected officials, department leadership, staff, external agencies, and the public to maximize the full potential of all constituents.

Core Leadership Competencies

Strategic Leadership & Organizational Management

Proven ability to lead a complex municipal organization, implement governing body priorities, manage operations, and successfully advance strategic initiatives.

Public Administration & Financial Acumen

Knowledge of municipal governance, budgeting, financial planning, labor relations, and contract administration, with a commitment to effective and sustainable public service delivery.

Team Development & Organizational Excellence

Experience building and leading high-performing teams, developing staff, fostering accountability, and promoting a culture of collaboration, professionalism, and continuous improvement.

Communication, Community Engagement & External Relations

Skilled at advising elected officials, engaging residents, and stakeholders, communicating complex issues clearly, resolving conflicts, and representing the municipality in legislative, intergovernmental, and public settings.



Future Emphasis & Key Issues

The next Pewaukee City Administrator's future emphasis will be on maintaining Pewaukee's strong financial position while expanding the City's tax base and enhancing employment opportunities through strategic community development and redevelopment initiatives. Some key issues that the next City Administrator will face include the following:

- Comprehensive Plan updating
- Zoning code rewrite
- Public water supply challenges
- Parks and Recreation Department garage remodeling/relocation and new parking lot
- Fire Department - intergovernmental service and collective negotiations
- Active monitoring of law enforcement services contract with Waukesha County Sheriff's Department
- Addressing aging Library infrastructure concerns
- AI integration into City operations.

Maintaining and enhancing Pewaukee's leadership position in intergovernmental relationships with surrounding municipalities, including the villages of Lisbon and Pewaukee, the Pewaukee School District, and Waukesha County, is critical to the community's future.

Starting salary range is \$140,000 to \$180,000 (negotiable DOQ) plus excellent benefits, including low-deductible health insurance and participation in the Wisconsin Retirement System.



The Ideal Candidate

The City of Pewaukee is seeking candidates who have strong backgrounds in strategic and organizational leadership, financial and budgetary acumen, human capital, talent attraction and development, elected official and stakeholder public relations, and community engagement is desired.

The ideal candidate demonstrates a high degree of integrity, strong values, sound judgment, and professional credibility. They are proactive and results-oriented, with the ability to balance long-term strategic vision with attention to operational details. They remain calm, resilient, and effective under pressure, particularly in high-visibility situations, and possess a strong commitment to public service and the health, safety, and welfare of the community.

Bachelor's degree in public administration, finance, human resources, or a related field is required, Master's degree preferred. Considerable progressively responsible experience in public administration, municipal management, or finance, or an equivalent combination of education and experience. Valid Wisconsin driver's license with acceptable driving record and ability to respond to after-hours and emergency needs.

Consideration will be given to candidates with private-sector or military experience who can demonstrate accomplishments that directly relate to the required skills. Residency is encouraged but not required, and relocation assistance is available.



How to Apply

Send cover letter, resume, salary history, and five work-related references (one PDF) to Public Administration Associates, LLC, via email by **July 15, 2026** .

E-mail: smcdade@public-administration.com

For questions about the position contact Kevin Brunner, President (262-903-9509).

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



To Learn more watch the Pewaukee City Administrator video announcement: <https://youtu.be/CFPJwCGhoNU>

Recruitment/Selection Schedule

7/15/2026 - Application materials due to PAA

7/22/2026 – Selection Committee reviews applications and selects 8–10 semi-finalists for initial Zoom interviews. PAA begins in-depth reference checks on the selected finalists.

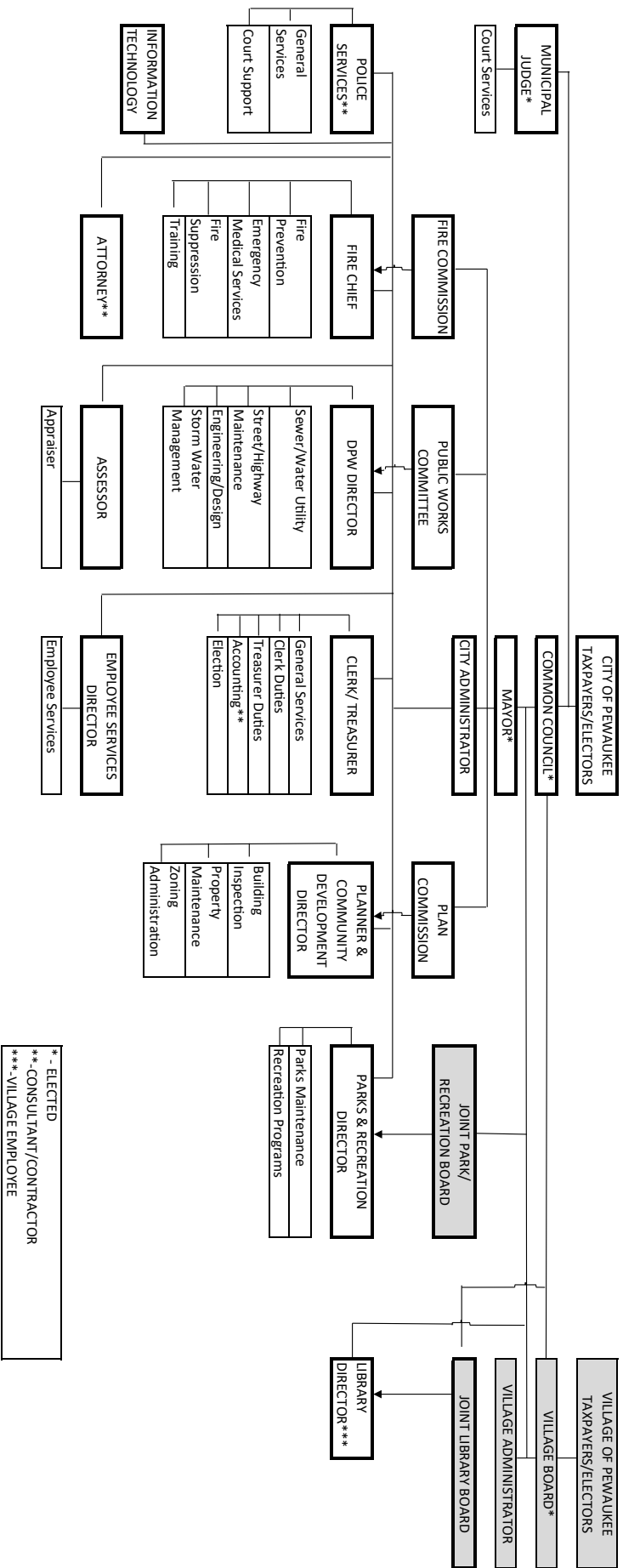
8/12/2026 – Selection Committee reviews semi-finalist candidate interviews. Finalists (3-4) selected to participate in the in-person Assessment Center

Week of 8/20/2026 - In-person Assessment Center in Pewaukee. Two candidates will be invited to return for Final Interviews with City Council

9/8/2026 – Final Interviews with City Council

October 2026 - Approximate start date for City Administrator (Assumes 30-day notice to current employer)

City of Pewaukee Organization Chart



* - ELECTED
 **-CONSULTANT/CONTRACTOR
 ***-VILLAGE EMPLOYEE