



Village Administrator Greenville, Wisconsin

Position Profile



Public Administration Associates



THE COMMUNITY

The Village of Greenville is a rapidly growing community located west of the City of Appleton in the Fox Cities region of Wisconsin (part of the Appleton, Wisconsin Metropolitan Statistical Area and the Appleton-Oshkosh-Neenah, Wisconsin Combined Statistical Area). The Village has a current estimated population of 13,554 (a population increase of approximately 7% % since the 2020 Census).

After the Wisconsin Incorporation Review Board denied an initial incorporation attempt, the Town of Greenville held a referendum for a partial incorporation in November 2020, which was successful. Subsequently, the former Town became a Village in January 2021 and was fully incorporated the following June after the remaining portions of the Town were formally annexed.

The Village covers 35.8 square miles (92.7 km²), almost all of which is land, with only a very small percentage (0.06%) as water. Three main highways run through the community: State Highways 15, 76, and 96. Greenville contains rural land, farming, and more urbanized subdivisions, some of which are served by Village sewer and water. The Appleton International Airport is located within its boundaries.

As of the 2000 US Census, there were 6,844 people, 2,301 households, and 1,937 families residing in Greenville. The population grew 50.6% from 2000 to 2010. The Village had 3,631 housing units, with the average household size decreasing slightly to 2.83, still significantly higher than the averages of 2.49 for Outagamie County and 2.43 for the State of Wisconsin. In the Village, the population is spread out: 31.8% are under 18, 8.7% are 18 to 30, 23.6% are 25 to 44, 28.2% are 45 to 64, and 7.6% are 65 or older. The median age is approximately 36.7 years.



Greenville is part of the Hortonville Area School District. The district maintains three elementary schools, three middle schools, a high school, and an independent learning center. Three of these schools are located in Greenville:

- Greenville Elementary School - located at W6822 Greenridge Drive, has approximately 600 students, and serves grades PreK-4.
- North Greenville Elementary School - located at N2468 Learning Way, has 423 students in grades PreK-4, and was constructed to alleviate the overcrowding in the other elementary schools.
- Greenville Middle School - located at N1450 Fawnridge Drive, has approximately 755 students, and serves grades 5-8.

In addition to the public schools in Greenville, there are the following private schools:

- Immanuel Lutheran School - located at W7265 School Road, has 238 students, and serves grades PreK-8.
- St. Mary of the Immaculate Conception Catholic School - located at N2387 Municipal Drive (WIS 76), has approximately 165 students in grades PreK-8.

The Fox Valley Technical College Public Safety Training Center is located in Greenville and provides training for law enforcement, firefighters, and emergency medical services personnel.

Greenville has an interesting history. The Town was founded in 1848 as Greenville Station and actually changed its name to Becker in 1879 (named after the first postmaster). The name was later changed to Greenville in 1896.

As mentioned previously, the Appleton International Airport is located in Greenville and serves as an economic development focal point. Many of the town's largest employers are located in business parks surrounding the airport. Air Wisconsin, the country's largest privately owned regional airline, is headquartered in Greenville. Other major businesses include School Specialty, the village's largest employer; Asten Johnson; Federal Express; Gulfstream Aerospace; Kimberly-Clark; Miller Electric; Plexus; Sonoco Products; VF Corporation; and Zebra Technologies.[DH1.1] In addition, Amazon operates a large Fulfillment/Distribution Center in the village, the first Amazon Fulfillment Center located outside the Milwaukee area in Wisconsin.

THE VILLAGE ADMINISTRATOR POSITION

The Village Administrator is the Village's Chief Administrative Officer and is responsible for the implementation of the Village Board's policies and priorities. The Village government is led by a Village President and four Village Trustees who are elected on a non-partisan basis. The Village President and Village Trustees are elected by general election for a term of two (2) years. In odd years, the Village elects the Village President and two (2) trustees. In even years, the Village elects the other two (2) trustees.

The Administrator supports the work of the Village Board by coordinating official business and providing leadership and direction to the organization. The Administrator is actively involved in economic development projects and is expected to promote and maintain the Village's strong business environment. The Administrator oversees department-led projects and activities, leads the Village's Executive Leadership Team, and is visible in the community, representing the Village. The Administrator should be sensitive to competing values and help the community strike an attractive balance for both current and future residents and businesses.

The following are the essential duties of the position as contained in the current job description:

General Duties

- Lead Village operations and all departments. Supervise Department Heads and administrative staff; hire, train, evaluate, and discipline Department Heads; oversee employee performance management; resolve public and organizational concerns; and track progress toward Board and administrative goals.
- Establish administrative procedures that improve efficiency and reflect local-government best practices and Village Board direction.
- Serve as staff liaison to Village committees, boards, and commissions unless otherwise directed by the Board or Wisconsin State Statutes.
- Track federal, state, county, and local funding opportunities; provide monthly grant reports to the Village Board; and help departments and Village bodies pursue funding aligned with Village priorities.
- Represent the Village in legislative and intergovernmental matters as authorized by the Village Board. Serve as the primary staff contact for Village attorneys and coordinate confidential matters with the attorneys and Village Clerk.
- Maintain clear channels between residents and Village government so complaints, grievances, and recommendations receive prompt attention and resolution.
- Advance Village priorities through public- and private-sector partnerships.
- Lead organization-wide problem-solving and continuous improvement. Coordinate Department Heads, elected officials, the Village Clerk and Treasurer, volunteers, committees, commissions, and boards to strengthen cooperation and service quality.
- Keep Village plans and programs—including the Comprehensive Plan, Emergency Operations Plan, and Safety Program—current.

Responsibilities to the Village Board

- Attend Village Board meetings and support the Board's work. Brief members on agenda items and Village matters, respond to inquiries, report on operations and projects, and provide analysis for informed policy decisions.
- Coordinate with the Village President, Board members, Village Clerk, and staff to prepare agendas and supporting materials and ensure meetings are properly noticed.
- Review Village ordinances regularly and prepare or update ordinances and resolutions as requested by the Board.
- Provide written reports before regular and special Board meetings, including the status of current projects.
- Analyze Village operations and proposed programs, gather and evaluate relevant information, recommend action, and present findings to the Village Board and other stakeholders.
- Oversee Village departments and serve as liaison between the Board and Department Heads. Keep the Board informed, resolve issues requiring Village management, and track departmental progress toward Board and administrative goals.
- Ensure Village facilities meet maintenance, health, environmental, and security requirements and that technology systems remain current and secure.

Personnel

- Direct and coordinate Village employees in accordance with established procedures.
- Address employee requests, concerns, and grievances promptly and professionally.
- Recommend the appointment, promotion, suspension, or termination of Department Heads and all Village staff to the Village Board.
- Lead internal and external communication, convene Department Heads and key staff, and align departmental work with Village goals.
- Serve as personnel officer for the Village:
 - Maintain current personnel records and job descriptions for all Village employees.
 - Evaluate newly hired Department Heads after probation period, and annually thereafter.
 - Ensure every employee receives an annual performance evaluation from their supervisor.
 - Approve vacation, personal leave, compensatory time and sick day requests for Department Heads.
 - Recommend employee pay scales through the budget process and in accordance with the Employee Handbook.
 - Oversee Village safety programs and appropriate working conditions.
 - Work with Department Heads to resolve personnel issues and grievances promptly.
 - Oversee personnel and benefits administration, including evaluations, discipline, compensation, insurance, retirement, flexible benefits, disability, and compensatory time.
 - Review the Village's personnel policy on a yearly basis and revise/update as needed.
 - Maintain policies and procedures for volunteers, elected officials, and committee, board, and commission members.
- Ensure employees have appropriate training and approve budgeted conference, meeting, and training requests from Department Heads.

Budgeting and Purchasing

- Prepare the annual Village budget with Department Heads in accordance with Board guidance and State Statutes. Review requests, develop the administrative recommendation, schedule budget meetings, and ensure legal and procedural compliance.
- Monitor expenditures and departmental budget compliance throughout the year. With Department Heads, recommend and implement Board-approved measures to maintain a balanced budget.
- Prepare and monitor capital improvement and equipment plans.
- Oversee the Finance Department, administer the budget, and respond to staff and elected-official inquiries.
- Report the Village's fiscal position at each Board meeting.
- Coordinate annual financial, workers' compensation, and other audits; review results with auditors; report issues to the Board; and work with staff to improve future audit outcomes.
- Serve as the purchasing agent for the Village:
 - Oversee purchasing and contracting in accordance with Board policy and Wisconsin Statutes.
 - Review and recommend approval of all purchase orders.
 - Prepare and monitor service contracts, leases, and other Village agreements.
 - Ensure required liability, indemnification, licensing, permit, insurance, workers' compensation, vehicle, and tax documentation is current.
 - Manage vendor solicitations, evaluate bids and proposals, and recommend selections to the Board.
 - Review and update contracts, leases, and agreements regularly and obtain Board approval.
 - Use state or combined purchasing to reduce Village costs whenever possible.
 - Help select contractors and consultants, monitor schedule and quality, coordinate organizational support, and provide needed information.

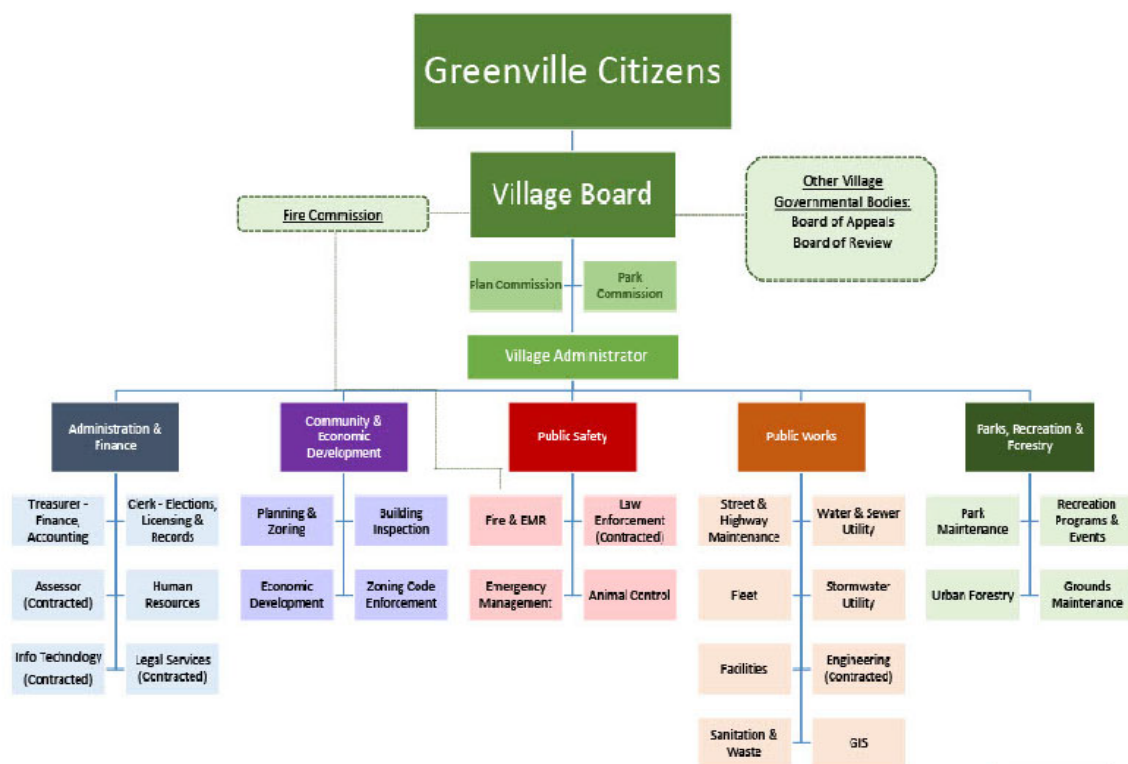
Public Works and Planning Development

- Support strategic and long-range planning; participate in local and regional initiatives; advise the Board on state and federal developments; assess proposed legislation; and oversee compliance with new laws.



THE VILLAGE MUNICIPAL ORGANIZATION

The Village of Greenville currently has 36 full-time employees and approximately 58 part-time and seasonal employees (including volunteer paid on-call firefighters). The Village provides a full range of municipal services including fire/EMS protection, public works, utilities (water, sanitary sewer and storm water), parks/recreation, forestry, and community development. The Village provides police services under a contract with the Outagamie Sheriff's Department.



A breakdown of Village employees is as follows:

GENERAL GOVERNMENT (11 FULL TIME):

- Administrator
- Clerk
- Administrative Assistant/Deputy Clerk
- Treasurer
- Accounting Clerk I / Deputy Treasurer
- Director of Community and Economic Development
- Community Development Specialist
- Chief Building Inspector
- Assistant Building Inspector
- GIS Coordinator
- GIS Specialist II

PUBLIC WORKS (11 FULL TIME, 1 LTD TERM SEASONAL):

- Director of Public Works
- Administrative Assistant II
- Civil Engineer
- Engineering Technician
- Facilities Maintenance Lead
- Fleet Mechanic
- Operations Lead
- Equipment Operator (2 each)
- Laborer I (2 each)
- LT Seasonal

PARKS, RECREATION, AND FORESTRY (3 FULL TIME, 2 LTD TERM SEASONAL, 4 SHORT TERM SEASONAL):

- Director of Parks, Recreation, and Forestry
- Laborer II (2 each)
- LT Seasonal (2 each)
- ST Seasonal (2 each)
- Recreation Leader-Seasonal (2 each)

PUBLIC SAFETY (3 FULL TIME ON STAFF PLUS 45+ PAID ON CALL):

- Deputy Fire Chief
- Fire Captain
- Firefighter/EMS
- Firefighters (Volunteer Paid on Call) 40+

SANITARY DISTRICT NO 1 (4 FULL TIME, 1 REGULAR PART TIME):

- Superintendent
- Lead Operator
- Operator (2 each)
- Accounting Clerk I / Utility Billing Clerk

SANITARY DISTRICT NO 2 (2 FULL TIME):

- Stormwater Superintendent
- Laborer I

The Village of Greenville maintains approximately 210 acres (0.85 km²) of parkland at 10 facilities located throughout the Village. These include:

- Community Park – a 20-acre (81,000 m²) community park that is the town's primary site for recreational activities. It includes four ball diamonds, a pavilion, kitchen facilities, two restroom buildings, a concession building, play equipment, a tennis court, two half-court basketball courts, and access to the Greenville Trail System.
- Greenville Sports Complex – a 75-acre (300,000 m²) still-being-developed parcel that currently has 12 acres of field space primarily being used by the Fox Cities United Soccer Club for its programming. The current park master plan calls for eventual construction of additional soccer fields, 4 baseball fields, a swimming pool and splash pad, playgrounds, picnic shelters, and a trail network.
- Jennerjohn Park – a 25-acre (100,000 m²) neighborhood park with a baseball diamond, play equipment, two tennis courts, a heritage fountain, a sledding hill and ice rink, and access to the Greenville Trail System. It is also connected to Appletree Square.
- Lions Park – a 57-acre (230,000 m²) community park that includes a pond, nature trails, four shelters, a 10,000-seat amphitheater, a playground, and access to the Greenville Trail System

The Village recently completed its Parks Master Planning Project—a comprehensive initiative designed to guide the future of its parks, trails, and open spaces. As part of this effort, the Village updated its Comprehensive Outdoor Recreation Plan (CORP), which the Village Board has officially approved.

The Wisconsin Department of Natural Resources-managed Van Handel Memorial Forest is located in Greenville. The 39-acre forest was previously a nursery, test area, and arboretum for the Institute of Paper Chemistry.

[View the current Village of Greenville Comprehensive Plan link here](#)

VILLAGE FINANCES

In 2026, Greenville has a total operating and capital budget of \$27,076,694 (all funds) with the following projected expenditures:

General Fund-\$6,243,581

Special Funds (Bldg. Inspections & Street Trees)-\$398,384

Debt Service-\$6,004,806

TID # 1-\$2,602,006

TID #2-\$100,200

Water Utility-\$1,427,723

Sewer Utility-\$1,696,826

Stormwater Utility-\$1,252,369

CIP (All Funds)-\$7,350,799

The General Fund breakdown is as follows:

- **General Government**-\$884,380 (14.2%)
- **Public Safety**-\$1,755,588 (28.1%)
- **Public Works**-\$2,383,772 (38.2%)
- **Parks, Recreation and Forestry**-\$817,194 (13%)
- **Community and Economic Development**-\$402,677 (6.5%)

More detailed Village Budget and CIP information is available at the following links:

[Village of Greenville 2026 Operating Budget](#)

[2023-2027 Five-Year Capital Improvement Plan](#)

[Five-Year Capital Improvement Plan Map](#)

The Village's property tax base (assessed valuation grew 23% from 2023 to 2026 and now stands at \$2.439 billion. The Village General Fund had an unrestricted balance of \$2,514,721, which was approximately 40.2% of projected 2026 General Fund expenditures. The Village strictly adheres to a financial policy of keeping at least 25% of the preceding year's expenditures in reserves or unrestricted fund balance.

The Village has a current bond rating of Aa2 (Moody's Investors Service) which was recently issued on July 16, 2026 when the Village issued \$6.5M in General Obligation Promissory Notes. In its report, Moody's states that "the Aa2 issuer rating reflects the village's growing economic base and consistently strong reserve and liquidity ratios. The local economy benefits from its location near Appleton, which supports a resident income ratio of nearly 160%. Population growth and ongoing residential and commercial development activity are driving full value per capita growth, which has increased to about \$180,000. Additional greenfield industrial growth will likely continue within the borders of the village, which is one of the largest in the state by area. Connection and impact fees have increased general fund balance over the past five years, including a small projected surplus for fiscal 2026 (year-end Dec. 31)."



THE IDEAL CANDIDATE

The Village of Greenville is seeking candidates who have demonstrated leadership in their past positions and exemplify creativity and innovation. The Village seeks a leader with experience guiding a municipality or other complex organizations through growth and organizational change, with a strong ability to cultivate positive, productive relationships with the village board, staff, business community, and citizens.

A strong background in budget development and management, including TIF; CIP development and implementation; human resources management; strategic planning and economic development, is desired. The successful candidate will have a collaborative style when working with the Village staff team; demonstrate a high level of personal and professional integrity; have refined conflict resolution and negotiation skills; be innovative and flexible; and provide visionary leadership.

A Bachelor's degree required in public administration, business administration, or a related field; a Master's degree is preferred, with at least 3 years of municipal management experience. ICMA-CM credential is a plus. 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.

Greenville's next village administrator will be both professionally and personally challenged. Among the opportunities that the next administrator will face are the following:

- Public safety planning, including a possible referendum to meet growing service demands
- Continuation of sound financial and human resources management
- Fostering balanced and sustainable community growth and development
- Maintaining an aggressive Capital Improvement Program (CIP)
- Village staff professional development and retention
- Facilitation of business and residential expansion efforts
- Continued safeguarding of the public health, safety, and welfare of Village residents, visitors, and taxpayers



COMPENSATION AND BENEFITS FOR THE POSITION

Salary: \$125-\$150K DOQ, plus excellent benefits. The Village participates in the Wisconsin Retirement System (WRS), which is 100% funded and regarded as one of the best-managed public pension systems in the U.S. The Village also offers health, dental, and vision insurance coverage. For health insurance coverage, Village employees may choose any local insurance provider. The Village agrees to pay 88% of the approved premium based on 1) the Village pays its percentage of the least expensive local provider; or 2) the Village pays its percentage of 105% of the least expensive local provider should an employee choose a more expensive coverage.

The Village encourages the administrator's professional development and budgets ample funding for participation in professional organizations such as ICMA and WCMA, as well as attendance at their annual conferences.

Residency is encouraged but not required, and relocation assistance is available for the selected new administrator.

HOW TO APPLY

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

Attn: Kevin Brunner, President

E-mail: smcdade@public-administration.com

Phone: (262)903-9509

Application Deadline: November 21, 2026

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.

RECRUITMENT/SELECTION SCHEDULE

10/8/2026-10/16/2026-Complete the Village Administrator Desired Experience, Qualifications, and Qualities Assessment Process with the Village Board and Staff. PAA Gathering of Information for Administrator Marketing Materials- PAA Drafting of Position Announcement

10/19/2026-Text Announcements Placed Online with Job Sites Specified in Proposal

Week of 10/19/2026-Video Position Announcement/Village Administrator Position Profile Posted on Social Media Platforms/Sturtevant Position Profile Sent to Targeted Candidates

10/19/2026-11/19/2026-Recruitment of Potential Candidates

11/21/2026-Application Materials Due to PAA

11/22/2026-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Village Board

11/23 or 11/24/2026-Special Village Board Meeting to Review Mini-Resumes and Selection of 6-8 Semi-Finalists (Closed Session-Typically 1-1.5 Hours in Length)

11/24/2026-12/4/2026-Semi-Finalists Prepare Video Interviews or PAA Conducts Zoom Interviews, and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Semi-Finalist Candidate

12/8/2026-Regular Village Board Meeting-Review Candidate Video Interviews/Reference Reports and Select Finalists (Closed Session-Typically 2-2.5 Hours in Length)

Day after Committee Selects Finalists-Finalists Notified

Week of 12/14/2026-Finalists Come to Greenville for Interviews/Assessment Center (Village Tours, Consolidated Interview, Writing Exercise, EQ Assessment) with Village President, Village Board, and Staff

Week of 12/21-Special Village Board Meeting to Formally Approve Employment Agreement with New Village Administrator

1/15/2027-Approximate Start Date for New Village Administrator (Assumes 30-Day Notice to Current Employer)

For more information, visit the community website at www.townofgreenville.com