The Position in Brief
The City Administrator is Monroe’s chief administrative officer and is mainly responsible for human resources, community and economic development efforts and finances. The City Administrator develops and manages budgets (general fund, TIFs and utilities) of approximately $25 million. The City Administrator reports to the Mayor and City Council, and oversees a workforce of more than 83 full-time employees.

The City
Situated in the rolling hills of Green County in southwestern Wisconsin, Monroe is a city with many of the amenities of a large metropolitan area coupled with the comforts and familiarity of a small town. Scenic Monroe provides a high-quality of life for people of all ages, with community resources that include a historic downtown square, attractive parks, and an active arts center.

There is a strong sense of community and volunteerism in Monroe – people work together to better the lives of their friends, family, and the community as a whole. Monroe is a livable community that works to promote the health, education, and overall well-being of its residents and visitors.

Monroe’s Swiss heritage and award winning cheese making has earned its recognition as being a must-visit for dairy connoisseurs. While being known for cheese, businesses in Monroe provide a diverse range of services and products ranging from truck body manufacturing to mail-order gift production and distribution.

Monroe is situated in close proximity to many larger cities, creating easy access to additional products, services, and atmospheres. Monroe is an hour drive to Madison, two hours to Milwaukee, and a two and a half hour drive to Chicago.

A snapshot of Monroe’s demographics and amenities:
- Population of 10,600 residents.
- Average age of 40 years old.
- Median household income, $44,857.
- Median value of a Monroe home, $128,100.
- Land area of 5.6 square miles.
- Low crime rate.

- The School District of Monroe includes one high and one middle school, and three elementary schools. It serves more than 2,700 pupils.
- Water, waste water and storm water utilities operated by the City.
- Thirty minute access to Interstates 90 and 94.
- ISO – 2 fire insurance rating.
- Active older adult programming and facilities – Behring Senior Center.
- Parks and recreational facilities include:
  - Thirteen playgrounds;
  - Twenty-one buildings/shelters;
  - More than 100 recreational programs offered;
  - Sixteen city park areas comprising more than 110 acres; and
  - An outdoor community pool.
- Award-winning health care throughout the region.
- Many diverse community events and offerings include a farmer’s market, arts, theater, biking and more.
- Nearby distinguished institutions of higher learning include the University of Wisconsin – Madison and Blackhawk Technical College, which has a campus in Monroe.
- Five parks with lakes, tennis courts, game fields, and other amenities.
- Nearby award-winning health care.
- Distinguished institutions of higher learning including Washington University, St. Louis University and University of Missouri – St. Louis.
The Organization
The City of Monroe operates under a Mayor – Council – City Administrator form of government. The City has nine City Council members and a Mayor. The Monroe City Council’s members are elected on a nonpartisan basis and represent the city as a whole. Council members serve two-year, overlapping terms. Mayor Armstrong is serving his second term of office. Together, the Mayor and City Council appoint the City Administrator.

The City has a workforce of more than 83 full-time employees, plus more than 100 part-time, seasonal and paid-on-call employees. Monroe is a full-service City including police, fire, public works, parks and recreation, water and sewer utilities, building and zoning, senior citizen and administrative services. Some department heads have more than 30 years of tenure with the city, while others are newer in their position.

The City Administrator develops, and with the assistance of the City’s department heads, manages a general fund budget of more than $11 million. All budgets, including utilities and TIDs, total around $25 million. For more information about the city’s FY 2020 budget, click here.

Expectations and Projects
Community Development – The next City Administrator can expect to work cooperatively with elected officials, the Monroe business community, and other economic development stakeholders to identify goals for addressing development, redevelopment, business retention and attraction opportunities, and workplace housing. The city has an attractive and bustling downtown with an active Main Street program, and employment is strong. Still, the city’s geographic location presents a mix of challenges and opportunities. For instance, the City has a newly acquired 100-acre mixed use development site, and a recently completed housing study illustrates gaps in addressing pent-up housing needs. In addition, the city’s community development director position is unfilled. Accordingly, the new City Administrator can anticipate “hitting the ground running” to work on these issues of strategic importance.

City Finances and Budgeting – The City is in a good financial position. The City’s finances, not unlike most Wisconsin municipalities, are tested by emerging headwinds including limited sources of new revenue and a heavy reliance on property taxes. The City also has seven active TIF districts. The next City Administrator can expect to work closely with the elected officials and a financial team of both in-house staff and outside accountants, on seeking out new sources of revenue, critically assessing the city’s expenditures, strategically planning for the city’s long-term financial sustainability, and continuing to find ways to most efficiently deliver City services.

The City tried performance-based budgeting in the last couple years, to mixed success. The next City Administrator will be charged with reviewing and assessing this methodology, and is encouraged to recommend what next steps the city may want to consider to assure a budget process and document that is easily understood.

Community Involvement and Visibility - In a small community where residents have high customer-service expectations and involvement in civic affairs, the next City Administrator should be comfortable having a visible role in the City, easily interacting with, and embracing a wide spectrum of residents, individuals, community businesses and organizations. Likewise, the next City Administrator should be comfortable having a visible and accessible role in the organization, easily interacting with elected officials and city employees.

Human Resources – The City Administrator is the organization’s personnel officer. Accordingly, developing a robust human resources system and evaluating what processes and best management practices are in place, and identifying what’s missing, will be expected from the next City Administrator. Thus, the new City Administrator joins a management team whose tenure with the city varies. Some are seasoned, long-tenured employees while other employees are new to their position and the organization.

The next City Administrator will find a team of professionals eager for a leader that is strong, collaborative, fair-minded, and evenhanded, and one who encourages professional growth and development. In a similar vein, an ability to plan for employee succession and professional development will be keenly important.

Intergovernmental Relations – The City’s desire for strong working relationships within the region is vitally important. The next City Administrator can expect to play a leading role in developing and cultivating close working alliances with state, county and municipal partners and neighbors.
Monroe, Wisconsin—City Administrator

The Ideal Candidate
Must Haves:
- A Bachelor’s degree in public administration or related field; a Master’s degree in public administration or closely related field is preferred.
- At least five years of increasingly responsible local government management experience.
- Proven leadership, communication and interpersonal skills.
- A transparent, team-oriented, strategic-thinking approach toward staff leadership; human resources skills and supervisory experience are essential.
- Financial, analytical and budget management skills to lead a financially fit organization.

Management Style & Traits
- Have a background of professional and personal integrity, honesty and of leading/motivating personnel by example. Be dedicated to the ideals of government transparency.
- Be an articulate and an effective communicator, both orally and in writing; be someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers; willingly share information as appropriate.
- Have a history of regularly communicating with elected officials, keeping them abreast of city matters and developing issues.
- Be politically astute, yet politically neutral. Be able to “read the Council,” providing guidance, advice and counsel in a manner that is impeccably objective and based on facts.
- Be a strong leader willing to help City Staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.
- Possess well developed organizational skills with the ability to balance numerous projects and issues.
- Be a team leader who can coach and develop employees to meet organizational and employee goals, appreciating the City’s leadership team has a varying degree of experience. In other words, be able to relate and lead those with decades of experience and know-how while also mentoring and coaching employees with limited experience.
- Be a “people person,” sincerely personable, calm and accessible. Have a sense of humor.
- Have a passion for public service; be an energetic, “can-do” person with a genuine enthusiasm for City government.
- Promote a strong, service-oriented, “customer relations” approach by all employees in dealing with citizenry.
- Possess the ability to let City staff carry out their duties and grow professionally, understanding that the occasional misstep will happen and using these occasions to help the employee grow and thrive as part of the team.
- Be a self-starter who has the vitality and energy to motivate and lead others.
- Possess well developed organizational skills and have the ability to balance numerous projects and issues while keeping on task. Know when to drill into the details without losing sight of the city’s bigger, strategic direction.
**Compensation and Benefits**
The starting salary is $105,000 – $120,000 +/- DOQ, plus an excellent benefit package. The city is part of the Wisconsin Retirement System.

**HOW TO APPLY**
Candidates should apply by July 6, 2020 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240.

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The City is an Equal Opportunity Employer.
The City of Monroe is an active, friendly city just waiting for you. —Mayor Louis Armstrong