



BEAVER DAM, WISCONSIN CITY ADMINISTRATOR



Executive Recruitment



The Position in Brief

The City Administrator is Beaver Dam's chief administrative officer in charge of the city's day-to-day operations and manages a budget of more than \$17 million. The City Administrator works closely on personnel administration, finance, and economic development efforts. The City Administrator reports to the Mayor and Common Council and oversees a workforce of more than 125 full-time employees.



The City

[Beaver Dam](#) is a picturesque community with a historic downtown, and is located short distances from Milwaukee, Madison and Oshkosh. Established in 1856, Beaver Dam is within minutes of the [Horicon National Wildlife Refuge](#), and is surrounded by natural beauty and outdoor activities. The City maintains its small-town appeal and high quality of life with balancing growth, progress and economic opportunity. The area has been recognized for its livability and family-friendliness.

Beaver Dam possesses a progressive business and industrial climate with easy access via US Highway 151. More than 960 companies provide employment and economic opportunity in the community. The top three industries by occupation include manufacturing; educational services, healthcare, and social assistance; and retail trade. Beaver Dam's population by 2040 is projected to be 18,900, a gain of more than 2,200 people from its current population of 16,708.

A snapshot of Beaver Dam's demographics and amenities:

- Average age of 39 years old.
- White 85%, African American 2%, Hispanic/Latino 11%, Other 2%.
- Median household income, \$50,742.
- Total housing units, 7,699.
- Median value of a Beaver Dam home, \$185,000.
- Land area of 8.7 square miles.
- Low crime rate. Beaver Dam is rated in the top twenty of safest U.S. cities by SafeWise.
- The city is served by the [Beaver Dam Unified School District](#), which includes Beaver Dam High School, Beaver Dam Middle School, and five neighborhood elementary schools.
- An abundant supply of inexpensive water, energy, and sewage treatment capacity.
- Class-3 fire insurance rating.
- Parks and recreational facilities including:
 - Twenty-one city parks, which includes more than 250 acres of park lands and related facilities.
 - A community and senior center featured at [The Watermark](#).
 - Outdoor community aquatic facilities including Swan Pool and Crystal Lake Beach.
 - [Beaver Dam Lake](#) offers more than 6,700 acres of open water for fishing, boating and other outdoor recreational activities.
- In addition to more than 500 courses throughout the state, nearby scenic golf courses can be found at the [Beaver Dam Country Club](#) and the [Old Hickory Golf Club](#).
- Two-year college opportunities offered by nearby [Moraine Park Technical College](#), with a satellite campus in Beaver Dam.
- Institutions of higher learning within a short driving distance include, among others, the [University of Wisconsin – Madison](#), [UW – Milwaukee](#), [UW – Oshkosh](#) and [Lawrence University](#).





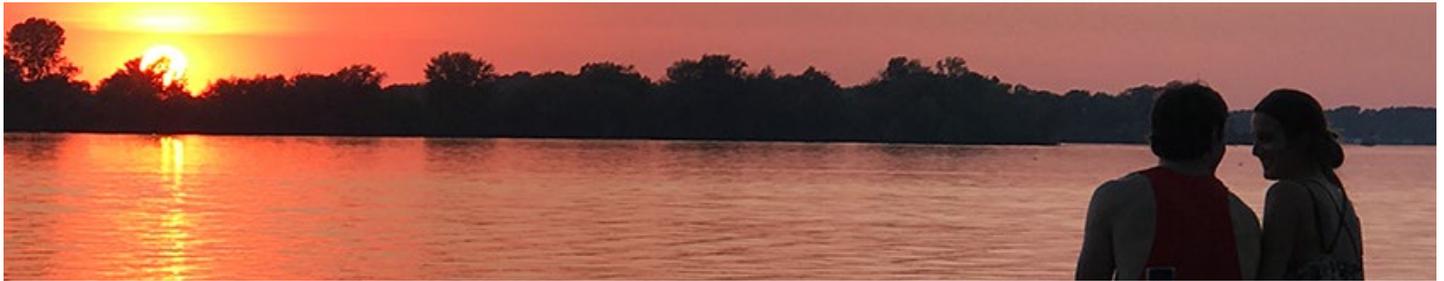
The Organization

The City of Beaver Dam operates under a Mayor – Common Council – City Administrator form of government. This reflects a change unanimously adopted by the Common Council in September 2021 whereby a Director of Administration position will now be a City Administrator. The change also includes shifting the Mayor's full-time responsibilities to part-time, a modification endorsed by the current Mayor who has been in office since 2017. The City has thirteen alderpersons and a Council President, representing fourteen districts throughout the City.

Together, the Mayor and Common Council appoint the City Administrator. In the last 25 years, the City has had three Directors of Administration.

The City has a workforce of more than 125 full-time employees, plus another 109 part-time and seasonal employees. Beaver Dam is a full-service city including police, fire and rescue, public works, engineering, utilities (including water, wastewater, and storm water), library, community activities and services, parks and forestry, and administrative services. On economic development matters, the City works closely with the Beaver Dam Area Development Corporation.

The City Administrator develops, and with the assistance of the City's department heads, manages an operating budget of more than \$18.3 million. The recently approved budget for general fund expenditures for FY 2022, commencing January 1, 2022, totals \$18,339,629. By function, the budget allocated 11% for general government operations, 11% for leisure activities and conservation, 45% for public safety including police, fire and rescue, 15% for public works and engineering, and 17% for debt service.



Expectations and Projects

- The new City Administrator should possess professional maturity, skills, and tact to help the organization through its transition from a full-time Mayor to a part-time position, with the reins for administrative oversight being fully turned over to the City Administrator. Equally important will be establishing the City Administrator position as a leader and go-to person that the elected officials and department heads can rely on for objective and fair management, research and recommendations. That includes appreciating an elected body as large as Beaver Dam's expects a thoughtful, equitable and even-handed approach to communicating with them.
- The City Administrator can expect to develop and oversee a comprehensive and contemporary approach to human resources (HR) management. The City does not have an HR manager and the full-time City Attorney who at times served in that capacity on a de facto basis retired at the end of 2021. The City now contracts out for legal services. Consequently, the new City Administrator can expect to put into place a consistent, reliable, and professional personnel administration system appropriate for a workforce the size of Beaver Dam's.
- The new City Administrator can expect to work cooperatively with elected officials, the Beaver Dam Development Corporation, the Chamber of Commerce, the Beaver Dam business community, and other stakeholders on matters related to economic development and redevelopment, as well as business retention and attraction, as the position will play a key role in this regard. Significant issues within this work include continued downtown revitalization, business façade improvements, examining how to best capitalize on some of the area's natural beauty such as Beaver Dam Lake and the Beaver Dam River, and providing more opportunities for housing development, particularly single-family homes.
- Though economic challenges present themselves – about 50% of the City's population is classified as low-to-moderate income and some of the housing stock needs attention – other factors such as low unemployment and an energized business environment help to mitigate these conditions. In positioning the city for success in this area, the new City Administrator will be also challenged to keep an eye on the broader implications that economic development brings to the City's finances, staffing, resources, and its infrastructure.
- The City Administrator will work with City leaders and department heads to develop a comprehensive approach for dealing with aging city facilities and infrastructure. The expected 2022 opening of a \$10 million renovation of the City's public works facility that will also house parks and forestry, along with an anticipated upgrade to a water treatment facility, have highlighted additional attention needed to the City's other facilities including City Hall and some parks facilities. In addition, the City stepped up its reinvestment into road rehabilitation, yet the inventory of streets needing attention is a long list. Specifically, the new City Administrator will come on board at a time when the city is examining its infrastructure and facilities needs in light of its ability to raise revenue, and its debt load, issues that are not dissimilar to what other older Midwestern cities face.
- The City's general fund and utilities are in a good financial position. The City's finances, like most Wisconsin municipalities, are tested by headwinds including limited sources of new revenue and a heavy reliance on property taxes. In addition, the City has a number of 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 advisors, 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 Administrator should be comfortable having a visible and "embedded" role in the City and the organization, easily interacting with and embracing a wide spectrum of residents, individuals, community businesses and organizations.
- The new City Administrator joins a management team whose tenure with the city varies. While most are seasoned, long-tenured employees, other department leaders are newer to their position and the organization within the last several years. Nonetheless, the City Administrator will find a team of professionals eager for a leader that is collaborative, fair-minded, and evenhanded, and one who encourages professional growth and development. Steady, mature, and professional leadership is desired by the elected officials and the management team. In addition, an ability to develop a big-picture view of the organization and community, while also being fluent on operational details, will be valuable for success in the position.
- The City's desire for strong intergovernmental relationships within the region is keenly 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.



Ideal Candidate

Must Haves

- Bachelor's degree in finance, business or public administration, public policy, or closely related degree; an MPA or MBA is preferred. ICMA Credentialed Manager desired.
- 5+ years of experience in municipal administration, or an equivalent combination of education and experience that relates to the job responsibilities of the City Administrator
- A team-oriented, strategic-thinking, collaborative approach toward staff leadership.
- Supervisory experience is essential.
- Exceptional interpersonal and communication skills.
- Personnel administration skills are required.
- Demonstrable work in economic development is highly desired.
- Excellent communication skills and significant career success in building collaborative, effective relationships across departments and with elected officials.
- Financial, analytical and budget management skills to lead a financially fit organization are essential. Prefer considerable knowledge about tax incremental financing, other economic development incentives and grant management.



Management Style and Traits

- Be an articulate and effective communicator, both orally and in writing; 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.
- Have a history of regularly communicating with elected officials, keeping them abreast of city matters and developing issues.
- Be a strong leader able to successfully facilitate and assist 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.
- Be one that is comfortable and naturally at ease in connecting with the management team, a group that is skilled and educated in their field, by providing them a deft and appropriate level of guidance to manage their operations.
- 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.
- Have a record of keeping up to date and abreast of modern municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.
- 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 and critically assess issues without losing sight of the city's bigger, strategic direction.
- Be a "people person," sincerely personable, patient, and accessible, and one who can relate with all persons in the community.
- Promote a strong, service-oriented, "customer relations" approach by all municipal employees in dealing with citizenry.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.

CITY OF BEAVER DAM



SITUATED NEAR
3 MAJOR METROPOLITAN AREAS

Compensation, Benefits And The Organization's Culture

The starting salary range is \$128,000 – \$142,000 +/- DOQ, plus an excellent benefit package. The city is part of the Wisconsin Retirement System (WRS).

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The city's organization is lean and city staff possesses a high-output work ethic.

The Mayor and Common Council possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

How To Apply

Candidates should apply by June 6, 2022, with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240.

The City is an Equal Opportunity Employer.

