



**CITY ADMINISTRATOR
BEAVER DAM, WISCONSIN**

City Administrator, Beaver Dam, WI (pop. 16,708). Located short distances from Milwaukee and Madison, Beaver Dam is a picturesque community with a historic downtown. 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.

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.

The City Administrator, re-classified from a Director of Administration position, oversees a general fund budget of more than \$17 million. The City is in excellent financial condition. Ideal candidates will possess:

- 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; and
- Strong financial, analytical and budget management, and personnel administration, skills are required; work in economic development is highly desired.
- Experience with economic and community development efforts is ideal, including an ability to maintain a close working relationship with the City's business community.

The City Administrator is appointed by, and reports to, the Mayor and Common Council. The starting salary range is \$128,000 – \$142,000 +/- DOQ, plus an excellent benefit package.

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, #130, Northbrook, IL 60062. Tel: 847-380-3240. The City is an Equal Opportunity Employer.