



Public Administration Associates, LLC

1155 W South Street
Whitewater, WI 53190
920-627-4538

darrell.hofland@gmail.com
public-administration.com

Position Announcement

Village Administrator Village of Osceola, WI (Pop. 2,765)

Osceola, located on the beautiful St. Croix National Scenic Riverway, was originally settled in 1844. Located less than 40 miles northeast of the major metropolitan areas of Minneapolis and St. Paul, the village enjoys a perfect balance of recreation, tourism, business, and industry. This community has made a commitment to economic growth, which has led to the creation of nearly 3,000 jobs in their industrial and airport business parks. It is an attractive place for families to live, work, and do business.

The downtown commercial district is listed on the National Register of Historic Place and showcases buildings from the 1880s, one-of-a-kind shops, eating establishments, and small-town charm. In 2006, Osceola received a Crown Community Award from American City and County. In 2007, Osceola received a designation as a Preserve America Community for its efforts to preserve and promote its historic and cultural heritage. Osceola is a Wisconsin Main Street Community.

Rich in natural resources, outdoor enthusiasts can enjoy biking, camping, hunting, and cross-country skiing. Proximity to the St. Croix River and numerous freshwater lakes provides residents with opportunities to enjoy canoeing, swimming, fishing, and boating. Alpine skiing and snowboarding, snow tubing, water slides, and go-karts are available at nearby recreation areas. Other recreational opportunities include hiking, picnicking, birding, photography, and enjoying the numerous community parks.

Starting salary range is \$90,000-\$100,000 DOQ plus excellent benefits. Residency is encouraged but not required.

The Osceola Village Administrator is the chief administrative officer of the municipal government and is responsible for the day-to-day management of village services. The Administrator reports directly to the Village President and six Village Board members who are

elected on a non-partisan basis. The Administrator leads a staff of 16 full-time and 14 part-time employees, and 28 volunteer firefighters.

Osceola's total planned expenditures for 2022 are \$7.1 million. The Village Administrator will oversee a \$3.1 million General Fund budget, \$500,000 Special Revenue Fund (library, municipal court and airport) budget, \$2.5 million Utility Fund (sewer and water) budget, \$900,000 Debt Service Fund budget including TIDs, and \$100,000 Capital Project Fund budget.

Requires a bachelor's degree in public administration, political science, urban planning, or related field; master's degree is a plus. A minimum of four years progressively responsible administrative and leadership experience in a municipal organization is also required. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that relate to skills required. The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: financial management including skills in budget development and monitoring, debt management, and capital improvement planning; grant writing; strategic planning; economic development and a proven track record in the areas of municipal planning. The successful candidate will be a leader of high integrity, possessing a strong work ethic as well as open effective communication. The next Administrator must be innovative in his or her approach to community problem-solving. The ability to utilize good listening skills and a collaborative style in carrying out Village Board policies will be critical to success.

For more information, visit the [Osceola, Wisconsin](#) website.

Send cover letter, resume, references, and salary history in a single PDF by July 1, 2022, 5:00 p.m. CST to darrell.hofland@gmail.com with email subject: Village of Osceola, WI Search. Questions regarding the position should be directed to Darrell Hofland, Public Administration Associates, LLC, at (920) 627-4538.

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