

Position Announcement

City Administrator

Lancaster, WI (Population 3,907)

The City of Lancaster, Wisconsin seeks a proven and experienced professional to lead its management team. The City is located within minutes of the eastern shore of the Mississippi River in southwest Wisconsin. The City of Lancaster also serves as the county seat of Grant County which has a population of approximately 52,100. Lancaster is conveniently located near larger communities in Wisconsin, Illinois, Iowa and Minnesota which provide larger city amenities, while still offering residents and visitors a small, quiet and safe community.

The salary range for the position is \$100,000 to \$125,000 depending on qualifications. Excellent benefits are included.

The City Administrator is appointed by the Mayor and eight-member City Council to serve as the chief administrative officer and is responsible for the proper administration of the City. The Administrator manages 32 full and part time employees plus seasonal staff providing residents with a wide range of services, including administration, public safety (police, and fire), street maintenance, parks and water, sewer and sanitation utilities and economic development activities.

Lancaster's total annual 2023-2024 operating budget is approximately \$9.8 million. The City also has a capital improvement budget and utility budgets. Some challenges that will face the next Administrator will be to balance the City's budget needs with limited resources, retain and grow the business community, upgrade the City's infrastructure, explore housing opportunities and to increase economic development efforts. To learn more about Lancaster, visit its [webpage](#).

Requires a Bachelor's degree in public administration, business administration, planning, finance or accounting or a related field. Master's degree is preferred. Significant experience in the administration of a complex organization, including a minimum of three years of upper-level management experience is required. ICMA-CM certification is a plus. An equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered. Private sector and military candidates who have led comparably sized, complex organizations are encouraged to apply.

Desire a strong background in strategic planning, budget development, capital improvement planning, economic development, including commercial development and redevelopment and human resources. The successful candidate should be a collaborative and approachable leader, possessing open and positive communication. The ability to be innovative and decisive when required are attributes valued by the organization.

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at jonhochkammer@gmail.com. Include City of Lancaster Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is May 13, 2024.