



Public Administration Associates, LLC

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Position Announcement

Village Administrator

Grafton, WI (Population 13,124)

The Village of Grafton is seeking a dynamic and proven municipal administrator with a collaborative leadership style when addressing community needs and concerns. Located just 20 minutes north of Milwaukee on I-43, Grafton is a highly desirable community for those wanting to live in a safe suburban setting with convenient access to regional assets. The Village has a growing population of just over 13,000 residents, and combines small-town charm with all the amenities of a full-service community. The Village boasts a strong local economy, regional shopping opportunities, a high-achieving school district, and a multitude of recreational assets, including 20 parks and open space areas encompassing 144 acres and access to the Milwaukee River. Grafton is very close to Milwaukee's cultural and entertainment attractions, and is only a two-hour drive to Chicago.

Grafton is a community that distinguishes itself as a great place to live, work, play, learn, and visit, while also providing high-quality municipal services. The Village Administrator reports directly to the Village President and six Village Trustees who are elected at large on a non-partisan basis for alternating 2-year terms. The Village's 2025 Budget is \$37.2M which includes General, Debt Service, Capital Improvement, and Special Funds with separate Proprietary Fund Budgets (Water and Wastewater) totaling another \$5.5M. There are approximately 175 full-time and part-time employees and 135 seasonal employees, and the Administrator is the direct supervisor for all department heads. There are also three current Tax Increment Districts (TIDs).

Starting salary range is \$150,000 to \$170,000 (negotiable DOQ) plus excellent benefits, including low-deductible health insurance and participation in the Wisconsin Retirement System, which is among the best-funded and best-managed public pension systems in the country. A Master's Degree in public or business administration or a related field with five (5) years of progressive municipal management experience is required. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to the skills required. Residency is encouraged but not required, and relocation assistance is available. A strong background in financial management is imperative, including skills in budget development/management, capital improvement planning and implementation, and successful grant writing. Excellent human resources skills, particularly in attracting, mentoring, and keeping talented staff, are highly desired. Maintaining and enhancing Grafton's leadership position in intergovernmental relationships with our surrounding municipalities, including the Grafton School District, Town of Grafton, and the Ozaukee Central Fire Department, is very important to the future of the community.

Future emphasis for the next Administrator will be on maintaining Grafton's strong financial position while expanding the Village's tax base and enhancing employment opportunities through strategic community development and redevelopment initiatives. Grafton seeks balanced and metered community growth that maintains its small-town quality of life with the amenities that its residents need and want. The ideal Grafton Village Administrator candidate will be a leader of high integrity, possessing a strong passion for public service, as well as highly developed listening and communication skills and a teambuilding mentality. The next Grafton Administrator must maintain a collaborative style in implementing Village Board policies and initiatives and have the visionary foresight to see the big picture and lead the community forward. The ability to cultivate positive and productive relationships with citizens, the Village Board, Village staff, and the Grafton business community will be critical to success.

Visit the community website at www.villageofgriftonwi.gov, to learn more about the Village. The Grafton Village Administrator Position Profile is available at www.public-administration.com.

Send cover letter, resume, salary history, and five work-related references (one combined PDF) to Public Administration Associates (PAA), LLC, Attn: Kevin Brunner, President; e-mail kevin.brunner1013@gmail.com by October 17, 2025.

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists per Wisconsin State Statutes.