

Town Administrator
Grand Chute, WI (Population 24,294)

The Town of Grand Chute, Wisconsin's most populous town, is seeking a dynamic and forward-thinking Administrator to lead its professional management team.

Located in the heart of the Fox Valley, Grand Chute serves as the region's commercial and retail hub, offering residents the perfect blend of big-city amenities and small-town quality of life. The Town boasts a thriving shopping, hospitality, and entertainment district, anchored by the Fox River Mall as well as recreational activities including the Fox Cities Stadium, Gordon Bubolz Nature Preserve, the Community First Champion Center, and an extensive network of parks, trails, and bicycle facilities.

The Town's 2025 total expenditure budget (all funds) is \$76.2 million. Approximately 165 employees deliver high-quality services in public safety, public works, sanitation, forestry, recreation, planning and zoning, assessing, building inspection, human resources, information technology, finance, and municipal court.

Four sanitary districts operated by the Town provide water distribution, wastewater, and stormwater management. Grand Chute is also a wholesale water customer of the City of Appleton and a member of a regional sewage treatment district. The Town currently manages five active Tax Incremental Districts (TIDs).

Key priorities for the next Administrator include: Maintaining the Town's road system and identifying sustainable long-term funding sources; conducting a comprehensive review of space needs for the Town Hall campus; advancing initiatives to promote workforce housing within the community; and attracting and retaining a high-quality workforce.

Requires a Bachelor's degree in public administration, business administration, organizational leadership, planning, finance, accounting, human resources, or a related field; a Master's degree is strongly preferred. A minimum of five years of progressively responsible upper-level management experience in a complex organization is required. Candidates should demonstrate expertise in strategic planning, budget, and capital improvement planning, and economic development. ICMA-CM credentialing is a plus. Candidates must have unrestricted access to reliable transportation.

The anticipated 2026 hiring range is \$152,672 to \$174,491, depending on qualifications, plus excellent benefits. The Board encourages residency within the Town and is prepared to incentivize the successful candidate to live in Grand Chute.

The ideal candidate will be a collaborative leader, possessing self-awareness and excellent communication skills. A demonstrated record of building and maintaining strong management teams and the ability to make timely, well-reasoned decisions are valued by stakeholders.

To apply, email a single PDF containing a cover letter, résumé, three professional references, and salary history to Sue McDade, Public Administration Associates, LLC, at smcdade@public-administration.com. Please include "Grand Chute Administrator Search" in the subject line.

The deadline for applications is October 24, 2025. Confidentiality must be requested, but cannot be guaranteed for those selected as finalists.