



# GREEN COUNTY Y WISCONSIN

## COUNTY ADMINISTRATOR RECRUITMENT GREEN COUNTY, WISCONSIN POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



# THE COMMUNITY

Located in south-central Wisconsin along the Illinois border, Green County (population 36,951) blends the character of small-town living with the convenience of nearby metropolitan centers, including Madison, Janesville, and Rockford. The County’s welcoming communities provide a range of housing options, highly regarded school districts, and a stable, diversified economy supported by agriculture, advanced manufacturing, healthcare, and hospitality sectors. The County’s 584 square miles include sixteen towns, six villages, and two cities. The City of Monroe (Population 10,674) is the county seat.

## The top five most populous jurisdictions are:

- City of Monroe . . . . . 10,674
- City of Brodhead . . . . . 3,151
- Village of New Glarus . . . . . 2,361
- Town of Exeter . . . . . 2,320
- Town of Decatur . . . . . 1,801

Green County offers a rich blend of natural beauty, cultural vibrancy, and community spirit. The area is widely known for its thriving food and craft-beverage scene, anchored by renowned creameries, breweries, and restaurants that celebrate the County’s Swiss heritage and agricultural roots. Outdoor recreation is plentiful, with rolling countryside, extensive bike trails, trout streams, and parks providing year-round opportunities for hiking, cycling, snowmobiling, and community events. Together, these amenities create an exceptional quality of life that attracts residents, visitors, and businesses to this welcoming corner of Wisconsin.



Residents celebrate the County’s Swiss heritage during Cheese Days in Monroe.



Green County’s extensive trail network—including the Badger State Trail, Cheese Country Trail, and Sugar River Trail—offers year-round opportunities for outdoor recreation. These scenic routes connect communities, support a variety of permitted activities, and provide residents and visitors with memorable ways to experience the region’s natural landscapes.



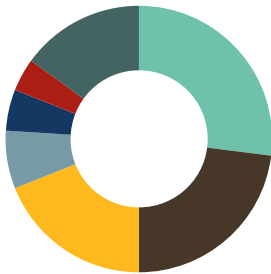
Residents have an appreciation of the arts, reflected in the vibrant Monroe Arts Center and supported by creative organizations throughout Green County. From the community-driven Theater Guild to local galleries, music programs, and festivals, the county fosters a rich cultural landscape that brings people together and celebrates artistic expression.

Established in 1837, Green County has deep roots in Wisconsin’s early settlement period and quickly became an important agricultural and cultural hub in the state’s south-central region. Early settlers, including many Swiss immigrants, brought with them traditions in cheesemaking, craftsmanship, and community festivals that continue to shape the County’s identity today. Small farming communities grew steadily throughout the nineteenth century, supported by fertile land, emerging rail connections, and a thriving dairy economy. Today, Green County’s historic churches, farmsteads, creameries, and downtown districts stand as reminders of its rich past while the County continues to embrace growth, innovation, and a strong sense of community.



# THE ECONOMY

Green County boasts a diverse economy, characterized by a strong manufacturing base. Major employment sectors are shown on the following chart:



## Green County Employment

Manufacturing .....	26.4%
Trade, Transportation and Utilities .....	22.6%
Education and Health Services .....	19.2%
Leisure and hospitality .....	7.2%
Public Administration .....	5.4%
Professional/ Business Services .....	4.6%
All other sectors .....	14.6%

Agricultural products comprise an important part of the County’s economy. According to a UW-Extension study, agriculture accounts for over 6,000 jobs and contributes \$1.7 billion to the economy annually.



Green County’s economy is supported by a strong mix of food production, manufacturing, healthcare, and agribusiness. Pictured above is the New Glarus Brewing Company, one of Wisconsin’s most recognizable craft breweries and a major regional employer whose award-winning products draw visitors from across the Midwest. Other leading employers include Monroe Clinic–SSM Health, Kuhn North America, Colony Brands, and Klondike Cheese Company, each contributing to the County’s reputation for quality food production, engineering innovation, and stable employment. Together, these organizations reflect the strength and diversity of Green County’s business community.

# EDUCATION

Green County is served by twelve quality public school districts, including the highly regarded Belleville School District. Belleville High School (*pictured below*) ranks 24th out of 549 Wisconsin high schools according to U.S. News & World Report, placing it among the top 5% statewide. Other Green County districts—such as Monroe, New Glarus, and Brodhead—also offer excellent educational opportunities, providing high-quality instruction, modern facilities, and strong community support.



Green County residents enjoy excellent access to higher education through nearby universities, colleges, and two strong technical college districts. The University of Wisconsin–Platteville, just a short drive away, is nationally recognized for its engineering, agriculture, and education programs, while the University of Wisconsin–Madison offers world-class research and academic opportunities within commuting distance. In addition, the county benefits from both the Blackhawk Technical College system and the Southwest Wisconsin Technical College district, which deliver career-focused training, workforce credentials, and flexible programs tailored to local industry needs. Together, these institutions ensure that students and residents have convenient pathways to advanced degrees, professional development, and lifelong learning.





# GREEN COUNTY GOVERNMENT

Green County government provides a diverse range of services in areas including public safety, health and social services, land use and highway maintenance, among many others. A \$70.8 million annual (2025 all-funds expense) budget supports 347 full-time equivalent positions and approximately 110 part-time, pool, and limited-term staff. Green County is governed by a thirty-one-member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The Administrator serves under the direction of the Board. In addition to County Board Supervisors, other officials elected directly by voters include the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds, Coroner, Circuit Court Judges, and District Attorney. The County Board is organized into numerous standing committees to provide policy oversight of the departments. Much of the work for the County Board is conducted by these committees.

Pictured at the top of the page is the historic Green County Courthouse, one of Wisconsin's architectural landmarks. Completed in 1891, the red-brick and limestone structure is distinguished by its clock tower, turrets, and stonework. Long regarded as the centerpiece of Monroe's historic downtown square, the courthouse has served as the seat of justice and civic life for more than a century.



While Green County values its historic heritage, it has also invested in modern facilities to meet today's needs. The Green County Justice Center, a contemporary courthouse and law-enforcement complex, opened in 2010. The facility houses two branches of the Circuit Court, and related services in a secure, efficient environment designed to support fair and accessible justice. Together, the original courthouse and the new Justice Center reflect Green County's commitment to preserving its past while providing high-quality services for its residents.

**GREEN  
COUNTY**  
WISCONSIN



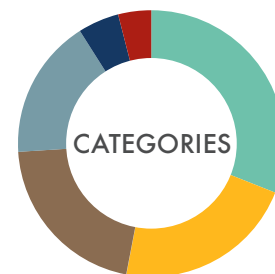


Photo courtesy of Southwestern Regional Planning Commission.

## FINANCES

Like all Wisconsin Counties, Green County relies heavily on property taxes to fund operations. Charges for services are also a key revenue source that supports the annual budget. Since 2003, the County has collected a 1/2 cent sales tax on many purchases. (The amount of sales tax that a county may impose is fixed by state law.) The County has also collects an optional wheel tax which provides a significant revenue source. Wisconsin counties administer many state programs; as a result, state grants and reimbursements comprise a major source of revenue. State funding is not distributed equally across departments, however. Health and human service programs receive the “lion’s share” of state funding, while other programs, such as the Sheriff’s Office, rely much more heavily on the property tax levy. Major categories of expenses are shown to the right.

## 2025 EXPENSES/EXPENDITURES



General Fund .....	31%
Highway.....	22%
Human Services .....	21%
Pleasant View.....	17%
Debt Service .....	5%
Capital Projects .....	4%



One challenge facing all Wisconsin counties is a state-imposed tax levy cap. A county’s ability to increase the tax levy is limited to the value of new construction (“net new construction”) that took place during the previous year. Operating expenses often rise at a faster rate than net new construction. For example, in 2025, net new construction accounted for 1.34% of the growth in equalized value in the County. To proactively address this challenge, it will be important for the County Administrator to have strong financial and planning skills as well as the ability to “think outside of the box” in terms of funding operations. County stakeholders identified financial skills, including accounting, budgeting, and capital improvement planning, as key to the success of the new Administrator.

# MAJOR PROGRAMS AND SERVICES

Green County provides a wide range of services from assisting veterans to overseeing elections. The following are some major services provided by the County, but by no means a complete list. For a complete overview of the names and functions of the County's departments, visit its website.

## Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office as well as the Offices of the District Attorney, Coroner, and Emergency Management Department.

## Health and Social Services

The County provides health and social services in a wide variety of areas, including public health, aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, child abuse and neglect, child support enforcement, and long-term care.

## Skilled Nursing

Pleasant View Nursing Home provides skilled long-term, short-term, subacute, and rehabilitation care, as well as care for persons with dementia. Medicare/Medicaid certified.

## Highways

The Highway Department is responsible for year-round maintenance of an extensive system of State and County highways.

## Land Use Planning, Sanitation and Conservation

The County Land & Water Conservation Department and Land Use & Zoning Department oversee land use and water conservation programs and regulate land uses within the County through the enforcement of comprehensive zoning, shoreland, subdivision and flood plain ordinances.

## General Government

The County Clerk, Treasurer, Finance, IT, and Human Resources departments work together to ensure efficient, transparent, and accountable government operations. From managing records, elections, and finances to maintaining technology systems and supporting the county workforce, these departments provide the essential backbone for solving county challenges and serving residents effectively.



The Sheriff is considered the chief law enforcement officer of the County and is directly elected by the voters. The statutory responsibilities of the Sheriff are broad and include: appointing deputies, directing law enforcement services, deputy discipline, taking charge of the jail, attending to the Circuit Court, serving and executing writs and legal process, enforcing the law, executing warrants, and transporting prisoners. The Sheriff also oversees the County Emergency Communications Center, which dispatches police, fire, and emergency responders throughout the entire county.



The Green County Highway Department is responsible for a wide variety of transportation-related responsibilities. Under the County Administrator system of organization, the Highway Commissioner is hired and supervised by the County Administrator rather than elected by the Board, as is the case in counties organized with Administrative Coordinators. Wisconsin has a unique system in which counties maintain not only county roads but also State Highways under a reimbursement program.



# THE POSITION

## POSITION SUMMARY

The County Administrator is the chief administrative officer of the County under section 59.18 of the Wisconsin statutes, appointed by and accountable to the County Board. The County Administrator is responsible for performing all statutory responsibilities as well as duties assigned by the County Board. Major statutory duties of the position include appointing and supervising the heads of all departments of the county except those elected by the people or where the statutes provide that the appointment shall be made by elected officers.

## COMPENSATION

The 2026 anticipated hiring range for this position is \$124,010 to \$140,312, plus excellent benefits, depending upon qualifications.



## ESSENTIAL FUNCTIONS

### SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

#### Leadership & Administration

- Direct all county administrative functions not reserved for elected officials or statutory boards.
- Implement and enforce county ordinances and applicable state and federal laws.
- Evaluate county services and recommend improvements, reorganizations, or policy changes.

#### Personnel Management

- Appoint, supervise, and evaluate department heads (excluding elected constitutional officers).
- Oversee hiring processes, workplace performance, discipline, and complaint resolution at the executive level.

#### Financial & Budget Oversight

- Manage and monitor county finances.
- Prepare, present, and administer the annual county budget.
- Oversee long-range capital planning and financial strategy.

#### County Board Support & Governance

- Prepare agendas, board packets, and reports for the County Board.
- Attend and participate in board and committee meetings.
- Carry out board directives and ensure compliance across departments.

#### Legislative & Intergovernmental Relations

- Track and communicate state and federal legislation affecting the county.
- Advocate for the county's interests through lobbying, testimony, and intergovernmental coordination.

#### Strategic Planning & Organizational Development

- Lead strategic planning initiatives to improve service delivery and operational efficiency.
- Establish measurable goals for departments and monitor progress.

#### Labor Relations & Collective Bargaining

- Serve as chief negotiator in labor contract negotiations and arbitration.
- Compile supporting data and coordinate with the bargaining committee.

#### Policy, Resolution, & Ordinance Development

- Draft resolutions and direct the preparation of ordinances for board review.

#### Insurance & Risk Management

- Administer county insurance programs and evaluate coverage needs.
- Manage bid processes for insurance contracts.





# OPPORTUNITIES AND CHALLENGES

Green County offers a unique opportunity for a practical, collaborative leader to guide a community with deep roots through changing times—strengthening services, supporting local industry, expanding housing options, and planning for long-term stability. Key opportunities and challenges include:

## DEMOGRAPHIC IMPACTS ON WORKFORCE & PROGRAMS

Green County's population is aging faster than the statewide average, creating significant implications for county operations. A higher median age presents challenges to workforce recruitment, retention, and succession planning. Meanwhile, an older population increases demand for health care, human services, aging programs, and transportation assistance.

Despite these pressures, communities within commuting distance of Dane County and other job centers continue to see population inflow. This presents an opportunity to attract younger families and professionals by maintaining strong public services, supporting attainable housing options, and improving regional connectivity.

## HOUSING AVAILABILITY & COMMUNITY LIVABILITY

Affordable and workforce-ready housing remains limited throughout the county, affecting both residents and employers—including the county itself. Collaborative planning with municipalities, regional partners, and the private sector can help expand housing choices that support family stability, workforce needs, and long-term community vitality while preserving Green County's rural character.

## SUSTAINABILITY OF COUNTY INFRASTRUCTURE

Green County's network of rural roads, bridges, and farm-to-market routes is essential to agriculture, commerce, emergency response, and daily life. The new Administrator will help guide capital-improvement priorities, pursue funding opportunities, and develop strategies to keep county infrastructure safe, reliable, and financially manageable.

## FUTURE OF THE SKILLED NURSING FACILITY

Planning for the county's skilled nursing facility remains a significant priority. The new County Administrator will work closely with the County Board and the Nursing Home Administrator to assess service models, staffing needs, and long-term sustainability. This collaborative effort will help the county navigate a complex set of options and determine the most responsible path forward.

**Under Wisconsin law, the administration of County government is to be provided in one of three ways:**

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator

The difference between the Administrator and the Administrative Coordinator is that the former position has many of its responsibilities and authorities established by state law. Green County just recently made the switch from Administrative Coordinator to Administrator. The new Administrator will have their chance to help the Board define this position.

## Recruitment Schedule

**DECEMBER 10, 2025**  
Recruitment Opens

**JANUARY 16, 2026**  
Recruitment Closes

**JANUARY 28, 2026**  
Selection of Finalists

**FEBRUARY 5 & 6, 2026**  
Final Assessment  
*Finalists will need to be available for in-person assessment activities in Green County on this day.*





# THE IDEAL CANDIDATE

The ideal candidate for the Green County Administrator position will be an innovator, an approachable leader with a proven track record of building high-quality teams. The County seeks a collaborative problem-solver with exceptional listening and communication skills. Flexibility to react to changing conditions and the ability to cultivate productive relationships with staff, citizens, county board supervisors and other units of government will be critical to success.

## SKILLS & EXPERIENCE

A strong finance background, including a sound knowledge of budget development and capital improvement planning, is essential. The successful candidate will possess exceptional strategic planning skills and be well-versed in principles of human resources management.

## QUALIFICATIONS

Requires a Bachelor's Degree in public or business administration, finance, or a closely related field, with a Master's degree preferred. Candidates with an equivalent combination of education and experience may be considered. Applicants must have at least 5 years of progressively responsible experience in management, supervisory, financial, and administrative roles within a similarly complex organization. Individuals with comparable leadership experience in the private sector or military are also encouraged to apply.



# HOW TO APPLY

Email cover letter, résumé, 3 professional references, and salary history as a single PDF to Dave Bretl, Public Administration Associates, LLC, at [smcdade@public-administration.com](mailto:smcdade@public-administration.com). Include Green County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Bretl at (414) 350-3328. The application deadline is January 16, 2026.

*Confidentiality may be requested, but cannot be provided for those selected as final candidates.*

