



## *Public Administration Associates, LLC*

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### Position Announcement

#### **Village Administrator**

#### **Village of Mount Horeb, WI (Population 8,006)**

Mount Horeb is seeking an approachable, visionary leader to be its next Village Administrator. Located just 20 miles west of Wisconsin's state capital, Madison, in the scenic hills of western Dane County, Mount Horeb is a vibrant and growing community that blends its unique small-town character with proximity to one of the Midwest's most dynamic metropolitan areas.

Mount Horeb's economy reflects a blend of local entrepreneurship, agriculture, tourism, and regional employment. The community's historic downtown along Main Street is famous for its Norwegian-inspired culture and the iconic "trolleys" that line the street. This area serves as a hub for restaurants, shops, and small businesses that attract visitors from across the region. The community's scenic beauty, as well as its small-town quality of life with nearby big-city amenities, make it a tremendous place to live, learn, work, and play!

The Village government's elected leadership comprises a Village President and six (6) Village Trustees, all elected on a non-partisan basis. The Village Administrator oversees an annual operating budget of approximately \$33.4M, including municipal utilities and three (3) active Tax Increment Districts (TIDs). The Administrator leads a staff of 57 full-time and more than 80 part-time and seasonal employees. Future opportunities for the next Mount Horeb Village Administrator include the development of a new business park; implementation of the Mount Horeb Recreation Complex Master Plan; implementation of an updated Village Zoning Code; protection and revitalization of Mount Horeb's historic downtown; fostering continued housing growth; effective management of the community's three Tax Increment Finance Districts and continued collaborative strategic planning and partnerships with the Chamber of Commerce and Mount Horeb School District.

Starting salary range: \$125K-\$145K DOQ, plus excellent benefits. Require bachelor's degree in public or business administration or related field; prefer master's degree with at least five years of progressively responsible administrative and leadership experience in a municipal organization. ICMA-CM designation is a plus. Consideration of candidates with private-sector or military experience will be given if they can demonstrate accomplishments that directly relate to the required skills.

A strong background in budget development and management, strategic planning, human resources, organizational change and development, capital improvement planning and execution, and community engagement is required. The successful candidate should be a person of high personal and professional honesty and integrity; a team builder in addressing community issues; a good listener; and able to work with a wide variety of people and perspectives. A collaborative management style in working with Village Staff,

Village Board, and community stakeholders is also highly desired. Visit the community website at [www.villageofmounthoreb.info](http://www.villageofmounthoreb.info) for additional information. The full Mount Horeb Village Administrator Position Profile can be accessed on the PAA website at [www.public-administration.com](http://www.public-administration.com).

Send cover letter, resume, salary history, and 5 work-related references (in one PDF file) to Public Administration Associates, LLC, Attn: Sue McDade, Vice President, at [smcdade@public-administration.com](mailto:smcdade@public-administration.com) (608) 516-9012 by April 9, 2026. Confidentiality must be requested and cannot be guaranteed for finalists.