



Public Administration Associates, LLC

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Position Announcement

City Administrator City Of Kewaunee, WI (Pop. 2,858)

Kewaunee, the county seat of Kewaunee County, is located on beautiful Lake Michigan adjacent to Door County, 30 miles from the city of Green Bay. Kewaunee is a picturesque and idyllic community, rich in maritime history and heritage. The city enjoys a strong sense of community, and embraces the “small town Wisconsin” lifestyle, including stable, traditional neighborhoods; new residential subdivisions; excellent neighborhood schools; strong local and national industries; and a robust historic Main Street.

In addition to offering the best of small-town quality of life, Kewaunee boasts a vibrant tourism industry. Visitors enjoy a variety of all-season recreational activities, including the best deep-water fishing on Lake Michigan, historic neighborhoods and nationally recognized sites, nearby wineries, beaches, a full-service natural marina, and quaint shops and restaurants. The Ahnapee State Trail connects to the communities within Kewaunee County to the Door County Peninsula for hiking and biking enthusiasts. The Kewaunee River offers opportunities for kayaking and canoeing. Kewaunee is the home to many strong businesses from local entrepreneurial endeavors to national companies.

Kewaunee is known for its innovative economic development programs related to business expansion, Main Street redevelopment, historic preservation, and tourism. The new Administrator will have numerous policies and projects to manage including marina and business park expansion; infill redevelopment plans; and implementation of Kewaunee’s 2019 “Integrated Plan” which includes comprehensive land use, design, waterfront, recreation, and economic development planning. In addition, the Administrator will oversee the following comprehensive plans: “City of Kewaunee Harbor Master Plan,” “City of Kewaunee Updated Waterfront Plan,” and “City of Kewaunee Retail Market Analysis.” The City Administrator will also be challenged to update comprehensive financial and capital improvement planning to assure a sustainable future for the city and its organization.

Starting salary range is \$90K-\$120,000 DOQ plus excellent benefits.

The Kewaunee City Administrator is the chief administrative officer of the municipal government and is responsible for the day-to-day management of city services. The Administrator reports directly to the Mayor and eight City Council members (two per ward) who are elected on a non-partisan basis. The Administrator leads a staff of 20 full-time and 75 part-time and seasonal employees.

Kewaunee's total planned expenditures for 2022 are \$10.3 million. The City Administrator will oversee a \$3.3 million General Fund budget, \$1.7 million Utility Fund budget, \$0.6 million Debt Service Fund including TIF, \$4.3 million Capital Project Fund including funding for an industrial park, and \$0.3 million Special Revenue Fund.

Requires a bachelor's degree in public administration, business administration, or related field; master's degree preferred and a minimum of three years progressively responsible administrative and leadership experience in a municipal organization. Residency strongly encouraged. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that relate to skills required. The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: economic (re)development, budget development and management, capital planning and financing, human resource management, public works and grant writing and administration. The successful candidate will be a strong team builder and possess a collaborative leadership style while working harmoniously with elected officials and staff. They will find innovative approaches to community issues and will be effective in marketing and public relations.

For more information, visit the City of Kewaunee website: <https://www.cityofkewaunee.org/>

Send cover letter, résumé, references, and salary history via email, in a single PDF, by April 25, 2022, 5:00 p.m. CST to mcswartz57@gmail.com with email subject: City of Kewaunee, WI Search. Questions regarding the position should be directed to Chris Swartz, Public Administration Associates, LLC, at 414-788-7028

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.