Village Administrator- Village of Union Grove. Wisconsin

The Village of Union Grove is seeking a Village Administrator. Union Grove (population 5000) offers a high quality of urban and rural life and excellent opportunity for residential, commercial, and industrial growth. Union Grove is centrally located between Milwaukee and Chicago. Interstate I-94 is only five miles east, and US Highway 45 serves as the Village’s Main Street with a charming downtown atmosphere. Union Grove functions under a Village board comprised of 6 elected trustees and a Village President. Total annual budget including water and wastewater utility is $3.5 million, with 15 FT employees.

The Public Village Administrator is in charge of the day to day operations of the Village. The Village desires a candidate with strong background in budgeting/municipal finance (including TIF experience); capital improvement planning and execution; community development; human resources and public works/engineering management.

Candidates must possess proven managerial, interpersonal and leadership skills. Minimum education should include a Bachelor’s Degree in Business Administration, Public Administration, Community Planning, Law, or related field and a minimum of three (3) years direct employment experience in the public sector as an administrator or deputy administrator. A preference will be given for strong accounting and budgeting skills, and for those holding a master’s or related advanced degree. This position requires a valid Wisconsin Driver’s license.

For complete job details go to www.uniongrove.net.

Qualifications, experience and the interview will determine the salary range. Excellent benefit package. Candidates should apply by Friday December 7, 2018 with resume, cover letter and contact information for five work related references. Please send to Union Grove Village Hall 925 15th Ave. Union Grove, WI 53182 attention: Village Administrator.