



# CITY ADMINISTRATOR

## *Recruitment Announcement*

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City Administrator

Algoma, WI (Population 3,109)

The City of Algoma, Wisconsin is pleased to announce the recruitment and selection process for their next City Administrator. This profile provides background information on the City of Algoma and on the organization, as well as the requirements and expected qualifications for the position. Candidates should apply with a City of Algoma Employment Application, resume, cover letter, salary history, and five (5) work-related references before November 1, 2019. Employment application can be requested by emailing [algoma@algomacity.org](mailto:algoma@algomacity.org) or can be found on the City's website, [www.algomacity.org](http://www.algomacity.org). Email submissions should be sent to [algoma@algomacity.org](mailto:algoma@algomacity.org). Mail submissions should be sent to City of Algoma, Attn: City Clerk Jamie Jackson, 416 Fremont Street, Algoma, WI 54201.

Additional information about the City of Algoma can be found on the City's website: [www.algomacity.org](http://www.algomacity.org).

The City of Algoma is an equal opportunity employer.

### [City Overview](#)

The City of Algoma, population 3,109 (2018 population estimate), located on the shores Lake Michigan in Northeast Wisconsin, is recruiting for a new City Administrator. The City is the largest municipality in Kewaunee County and conveniently located 30 miles east of Green Bay and 10 miles south of the Door Peninsula.

The City operates under a Mayor-Council form of government. The Mayor is elected in even years to a two-year term. The Council is composed of 8 Alderpersons elected to staggered two-year terms; serving 4 Aldermanic Districts. The Mayor and Council establish City policies and create the ordinances contained in the Municipal Code. The appointed City Administration is responsible for oversight of the day-to-day operations of most City departments.

### [Candidate Qualification Criteria](#)

The City is seeking a collaborative, strategic-thinking professional with strong leadership and economic development skills, including TIF experience. A background in intergovernmental relations is desired. A record of visibility in the community is required. The City has 19 full-time employees, 50+ part-time employees, with an approximate \$4.0 million general fund expenditure and approximate \$8.5 million all funds expenditures (including TIF).

Candidates must have a minimum of a Bachelor's Degree in Public Administration, Business Management or a related field. A Master's Degree in Public or Business Administration is preferred. Five years of

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increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Candidates must possess proven managerial, interpersonal, and leadership skills to direct a City team serving a full-service community. Candidates must be willing to integrate into and be visible in the community. Residency within the city limits is strongly encouraged. A valid Wisconsin driver's license is required. Starting salary will be dependent on qualifications. 2020 salary range is \$71,260.80 - \$95,763.20. Excellent benefit package.

### *Personal Attributes*

- Relates well to people, willing to be part of the community (attend local functions), a good listener and works well with staff.
- Must have knowledge of City services and procedures, knowledge of City Administrator's responsibilities as governed by the City of Algoma resolutions/ordinances and the State of Wisconsin.
- Must have highly developed ability to organize and prioritize the needs of the community.
- Must set exemplary standards of profession and courteous conduct. Must be able to provide leadership while working toward consensus.
- Must be accurate and detail oriented and be able to assume responsibility and work with a high level of independence.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

### *How to Apply*

Candidates should apply with a City of Algoma Employment Application, resume, cover letter, salary history, and five (5) work-related references before November 1, 2019. Employment application can be requested by emailing [algoma@algomacity.org](mailto:algoma@algomacity.org) or can be found on the City's website, [www.algomacity.org](http://www.algomacity.org). Email submissions should be sent to [algoma@algomacity.org](mailto:algoma@algomacity.org). Mail submissions should be sent to City of Algoma, Attn: City Clerk Jamie Jackson, 416 Fremont Street, Algoma, WI 54201.