

Town of Westport Administrator/Clerk-Treasurer

Job Announcement:

The Town of Westport, Dane County, Wisconsin, is seeking a dynamic and personable leader to be its next Town Administrator/Clerk-Treasurer. The current Town Attorney/Administrator/Clerk-Treasurer is retiring after 22 years of service to the community. Westport is a welcoming and inclusive place to live, and is very proud of its safe neighborhoods, great parks and open spaces, shore lands and river fronts, and its rural character despite being surrounded by the fast-growing Cities of Madison and Middleton, and the Villages of Waunakee and DeForest. The top priority in the Town's Comprehensive Plan is preserving its rural character.

Westport's population was 4,183 at the 2020 census, with a current valuation over \$1 billion. The Town was named after Westport, County Mayo in Ireland because many of the early settlers were from there. The Village of Waunakee was carved out of the Town in 1893, leaving the remainder of Westport surrounding the Village. The Town has boundary and planning agreements with Waunakee and Middleton and cooperates closely in all governmental concerns with its neighboring communities, Dane County, and the State.

Qualifications:

The Town Administrator/Clerk-Treasurer works closely on economic and community development efforts with the Town's business community, and must maintain a close working relationship with neighboring governments, and State, County, and regional governments. The Town Administrator/Clerk-Treasurer will also need to work with those entities and various organizations and groups on preserving open spaces, agricultural lands, and farming viability. Ideal candidates will possess:

- Master's in public administration or equivalent as determined by the Town Board, prefer progressively responsible administrative and leadership experience in a municipal organization(s).
- At least five years of increasingly responsible local government management experience.
- Experience in budget development and management; organizational change and development; capital improvement planning/project management; economic development and intergovernmental relations.
- Exceptional interpersonal and communication skills.
- Be a leader in addressing community issues and have the ability to understand and appreciate the Town's history and values.

The Town Administrator/Clerk-Treasurer is appointed by, and reports to the Town Board, with direct reporting contact to the Town Board Chair. Starting salary range \$90K-\$110K DOQ plus excellent benefits. The Town is a WRS member. The Town Board Chair and 4 Town Supervisors are elected for two-year terms on a non-partisan basis. More information can be found at www.townofwestport.org

Candidates should apply by January 14, 2022, with a resume, cover letter and contact information for three work-related references to Jessica Duffrin, Westport Executive Assistant, jduffrin@townofwestport.org.

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