

VILLAGE OF ELLSWORTH

130 N CHESTNUT STREET, ELLSWORTH, WI 54011 | PHONE 715-273-4742 | FAX 715-273-6460

Position Announcement

Village Administrator Clerk-Treasurer

Ellsworth, Wisconsin (Population 3,348)

Located in beautiful northwestern Wisconsin, Ellsworth is the county seat of Pierce County. Just 50-miles from the Minneapolis-St. Paul, Minnesota and Eau Claire Metro areas, our community enjoys a low cost of living and small-town feel yet is close to the amenities of the neighboring metropolitan areas. Within an hour's drive, find an international airport, world-class medical care, a wide variety of higher education options, and unlimited entertainment and culture.

Focused on preserving our small-town atmosphere, Ellsworth is a Wisconsin Economic Development Connect Community. Our schools are a main source of pride and are highly rated. The business community is engaged and committed with an active chamber of commerce. The Mississippi River and Wisconsin Great River Road, voted "Prettiest Drive in America" by Huffington post readers, is nearby. Rolling farmland, lush hardwood forests, deep valleys, crystal clear streams and sandstone bluffs provides an abundance of recreation opportunities and scenic diversity. We're known as the "Cheese Curd Capital of Wisconsin" a title we own and celebrate with our annual Cheese Curd Festival.

Having just completed an update to our Comprehensive Plan, as Administrator you would play a key role in creating and shaping the future of the Ellsworth community. Future emphasis on capital improvement planning and execution including WWTP upgrades and blighted property redevelopment; workforce housing development; industrial park development, new business attraction, and sound financial and human resources management. The selected individual will assist in shaping our community's future for many years to come.

Anticipated salary range \$90,000-\$100,000 plus excellent benefits, DOQ.

This position will also serve as the statutory clerk and treasurer. The Administrator Clerk-Treasurer reports directly to the Village President and six trustees elected on a non-partisan basis. \$3.5M total annual general fund budget not including Sewer, Storm Sewer, and Water Utilities, 16 FT and 18+ PT/ seasonal employees. Ellsworth currently has six (6) Tax Incremental Finance (TIF) Districts.

Require Bachelor's degree in public or business administration or related field; prefer master's degree with at least 5 years progressive municipal management experience. Residency is encouraged but not required. Desire a strong background in budget development and debt financing (including TIF experience); capital improvement planning and execution; commercial development/redevelopment; human resources administration and supervision and the ability to cultivate positive and productive relationships with the village trustees, village staff and community organizations. The successful candidate will demonstrate a collaborative leadership style in carrying out governing body policies; well-developed listening skills (seeking to understand first and then to respond); a strong work ethic (commitment to public service); open and positive communication skills (public marketing and community relations) with a history of stable tenures in previous positions. Visit the community website at <https://www.villageofellsworth.org> for more information.

Send cover letter, resume, salary history and references to Village of Ellsworth, Attn: Becky Beissel, President; 130 N Chestnut St, Ellsworth, WI 54011; e-mail becky@villageofellsworth.org; by July 31, 2022. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.