

Town of Buchanan  
Wisconsin

October 10, 2022



# Town of Buchanan Wisconsin

Town Administrator



The Town of Buchanan is seeking applicants for its next Town Administrator.

## WHO IS BUCHANAN?

The Town of Buchanan (pop. 6,880) is located in the southeastern portion of Outagamie County, Wisconsin, is a unique blend of rural and urban development. The Town encompasses a land area of approximately 15.68<sup>1</sup> square miles or nearly 10,035 acres. Buchanan shares a common boundary with the communities of Appleton, Kaukauna, Combined Locks, Harrison, the Town of Holland, and the Town of Woodville. The Town of Buchanan strives to keep the tax rate among the lowest in the Fox Valley, while not compromising services or quality of life.

The Town operates under a Town Board-Town Board Chairperson form of government including four elected Town Board supervisors. The Town Board as a whole is responsible for establishing and approving an annual budget and establishing the general policy direction of the Town. There are several appointed officials including the Town Administrator, Clerk-Treasurer, Deputy Clerk/Deputy Treasurer, Engineering Technician, and Fire Chief. There are also 2 part-time and 1 seasonal public works maintenance employees. The Town also operates a Storm Water Utility District.

## OUR HISTORY

The Town of Buchanan was established in 1858. The first annual meeting was held at school house number two. Undoubtedly, the new town was named after James Buchanan who was then president of the United States. The Holy Angels Catholic Church was erected in 1874 and is a key landmark in the town. Darboy, as much of the town is commonly known, is an unincorporated community. The Darboy name stems from a post office that was established in 1877 and named after French Archbishop Georges Darboy. The post office closed in 1901. In 1972, local farmers concerned about future growth in Darboy, organized the Darboy Joint Sanitary District No. 1. The District's water and sewer services helped fuel the explosive population growth in the 1990s.

## OUR FUTURE

The Town of Buchanan is suburban residential community offering a variety of shopping, restaurant, and entertainment choices for its many residents. Retail areas situated near STH 441 serve local residents, as well as residents living in outlying areas of Brown, Calumet, and Winnebago Counties. In addition to its great variety of commercial uses and residential neighborhoods, a few light industrial businesses have established near STH 55 in Buchanan. These locally owned businesses offer quality employment opportunities and are an important asset to the Town's tax base. Most residents continue to also find a great variety of employment opportunities in nearby communities that are easily accessible via regional highway corridors. The Town's bicycle and pedestrian facilities allow residents to safely walk and bike between residential and business areas. This has increased opportunities for interaction between residents. Overall, economic development in Buchanan is in harmony with the Town's natural environment and residential areas. Viable agricultural operations are flourishing and concentrated in the easternmost portion of the community. They are helping to retain the Town's historic rural character, open spaces, and aesthetic views.



## THE POSITION

The position of Town Administrator oversees all Town functions, implement Town Board policies, administer Town services, and coordinate Town functions and operations with other agencies and units of government. Work is performed under the general direction of the Town Board.

## MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with collaborative, interpersonal and leadership skills; must be innovative in problem-solving; strong listening and verbal/written communication skills; a record of strong budgeting and organizational skills; the ability to reason with and promote positive and productive relationships with staff, community members and elected officials.

## EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in public administration, finance, planning or another closely related field. A Master's Degree in same, including or supplemented by three to five years of experience in a municipal government environment; or any equivalent combination of training and experience.

This position requires the ability to pass a criminal and financial background check; have a valid Wisconsin driver's license.

## COMPENSATION AND BENEFITS

This position is posted with a salary range of \$90,000-\$121,500 with a full benefits package. Starting salary will be DOQ.

## APPLICATION PROCESS

Interested professionals should submit application material to [khackbarth@mcmgrp.com](mailto:khackbarth@mcmgrp.com) at McMahon Associates, Inc.

Application material should include the following:

- Town of Buchanan Employment Application can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/> scroll down to see Buchanan job announcement
- Cover Letter
- Resume'
- Professional References

Complete applications will be accepted until Friday, November 4, 2022. All questions should be directed to Lori Gosz, McMahon Public Management Specialist who can be reached by email at [lgosz@mcmgrp.com](mailto:lgosz@mcmgrp.com).

Additional information about the Town of Buchanan can be found on the Town website:

[townofbuchanan.org](http://townofbuchanan.org)

*The Town of Buchanan is an equal opportunity employer*

## MORE ABOUT THE COMMUNITY OF BUCHANAN...

### EDUCATION

The Town of Buchanan is in the Kimberly Area School District is a progressive public school district serving over 5,000 students in grades 4K-12. The district's mission is to ensure that every student reaches their potential in academics, the arts, and co-curricular activities. To learn more about the Kimberly Area School District, visit their website at [www.kimberly.k12.wi.us](http://www.kimberly.k12.wi.us)



Fox Valley Technical College: The regional technical college offers a wide variety of certificates and customized training programs. Its growth is only preceded by its reputation for excellent technical education in the trades.

University of Wisconsin System: The University of Wisconsin Fox Valley Extension campus is located 7 miles from Buchanan. In addition, UW-Green Bay, UW Oshkosh, Lawrence

University and St. Norbert's College are all located within 40 minutes of Buchanan.

### RECREATION

The Town of Buchanan has three parks including Town Hall Park, Hickory Park, Springfield Park. Park amenities include basketball courts, tennis courts, volleyball courts, playground equipment, picnic tables.

The Town has experienced significant growth over the past ten to fifteen years including numerous residential subdivisions. Town leaders have incorporated recreational resources into some of these newly developed areas and recognize the need to continue to plan for addition facilities and improve upon existing ones.



## PUBLIC SAFETY

**Law Enforcement:** The Town of Buchanan in partnership with the Village of Combined Locks contracts with the Outagamie County Sheriff's Office for law enforcement services and patrol. Six Deputies are devoted to serving the Buchanan residents and guests. Town Deputies are involved with school programs, the narcotics unit, snowmobile/boat patrol, emergency response team and the dive team. Patrol cars used by Town Deputies are distinctly marked "Buchanan/Combined Locks".

**Fire & Rescue:** Buchanan Fire & Rescue is a volunteer department currently served by paid on call firefighters. Fire & Rescue calls include requests for jaws, vehicle and structure fires, gas leaks, accident clean up and many other fire service calls.



## PUBLIC WORKS

**Road & Highway Maintenance:** The Town of Buchanan is responsible for the maintenance and repairs of the Town's 46 miles of roads and highways. The services range from pothole repairs in spring to rural ditch mowing in summer, to snow removal in the winter months.

