

CITY OF WEYAUWEGA, WISCONSIN

City Administrator Position Opening

The City of Weyauwega is seeking applicants for its next City Administrator.

Who We Are

The City of Weyauwega (pop. 1,882) is located in south central Waupaca County along US Highway 10 and State Highway 110. The City of Weyauwega is a quiet small-town community that offers full- services to its residents, business community, and industry. The City also operates a Water and Sanitary Sewer system and offers 24-hour police protection.

The City operates under a City Council-City Mayor form of government including six elected City Council members. There are four appointed officials including the City Administrator, Clerk, Treasurer, and Police Chief. The City has 12 full-time employees with 30-40 seasonal part-time employees, with an annual budget exceeding \$3.8 million (all funds, including TIF).

The Position

The position of City Administrator is a managerial position that involves planning, developing, operating, and maintaining the municipal government of the City. The City Administrator is under the supervision of the Weyauwega Common Council. The City Administrator acts as purchasing agent, personnel officer, Public Information Officer, Zoning Administrator, City Planner and Economic Development Coordinator. The ideal candidate will be a leader of high integrity, with a record of strong budgeting and organizational skills, be innovative in problem solving and decision-making, have a positive personality with listening and reasoning skills, have strong verbal and written communication skills, and the ability to reason with and promote positive and productive relationships with staff, elected officials, and community members.

Education and Experience

Bachelor's Degree in Public Administration, Finance, Accounting or related field and three (3) to five (5) years of municipal management. Thorough knowledge of Wisconsin municipal operations including zoning, planning, budgeting, tax collections, economic development, and

financial management. Knowledge of state and federal mandates, policies, procedures, and programs. Knowledge of human resource management including federal and state guidelines and requirements. Working knowledge of ADA, FMLA (Federal and State), Workers Compensation Laws, Unemployment Compensation and the benefits offered under the State of Wisconsin Employee Trust Fund. Ability to communicate effectively, both orally and in writing. Ability to deal diplomatically with staff and the general public and apply policies and ordinances fairly and uniformly to specific situations.

Compensation and Benefits

This position is posted with a starting salary range of \$75,000 – 105,000 with a full benefits package. Starting salary will be DOQ.

Application Process

Interested professionals should submit application material to khackbarth@mcmgrp.com at McMahon Associates, Inc.

During the online application process, interested professionals should submit the following:

- ✓ [City of Weyauwega Employment Application](#)
- ✓ Cover Letter
- ✓ Resume'
- ✓ Five Work Related References
- ✓ Wage Earning History

Complete applications will be accepted until filled with a first review taking place on or around **Friday, November 17, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

For detailed information about the City of Weyauwega and the City Administration position can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/>.

To learn more about **McMahon Public Safety and Municipal Management** services or other Municipal Positions available, [visit our website](#).



