



## VILLAGE OF UNION GROVE

### VILLAGE ADMINISTRATOR POSITION



### Who We Are

Union Grove (population 5,085) offers a high quality of urban and rural life and excellent opportunities for residential, commercial, and industrial growth. The Village of Union Grove is ideally located at the intersection of U.S. Highway 45 and Wisconsin Highway 11, only five miles west of Interstate 94. Union Grove is located close to a few larger cities (and many conveniences) while maintaining the small-town feel.



Businesses find this the perfect location to distribute products or provide services to southeast Wisconsin. Residents enjoy the safety and friendliness of small-town living, the quality of our local school system, and easy access to major-league sports and entertainment in the nearby cities of Milwaukee and Chicago.

Putting it plainly, the Village of Union Grove is a great place to live. Our schools are top-notch, our people are friendly, and we always have something interesting going on in the community. Our summers feature incredible car shows, the street dance, a wonderful Fourth of July Parade, and the Racine County Fair is just next door. Check out our public market in the summer and join one of our seasonal or on-going recreation programs. No matter where you are in town, you are within minutes of a grocery store, pharmacy, events, and several establishments serving up great food. The Village of Union Grove... a growing community with small town charm!



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## **Our Government**

Union Grove functions under a Village board comprised of six elected trustees and a Village President. The 2023 total annual budget including water and wastewater utilities is \$5.1 million, with 17 FT employees.

## **The Position**

The Village Administrator is in charge of the day-to-day operations of the Village. The Village desires a candidate with strong background in budgeting/municipal finance (including TIF experience); capital improvement planning and execution; community development; human resources and public works/engineering management. Candidates must possess proven managerial, interpersonal and leadership skills.

## **Education and Experience**

Minimum education should include a Bachelor's Degree in Business Administration, Public Administration, Community Planning, Law, or related field and a minimum of two (2) years direct employment experience in the public sector as an administrator or deputy administrator. A preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree. This position requires a valid Wisconsin Driver's license.

# Compensation and Benefits

This position is posted with a starting salary range of \$90,000 – 115,000 with a full benefits package. Starting salary will be DOQ.

## Desired Capabilities

The ideal candidate will be a leader of high integrity, possess managerial, interpersonal and leadership skills, must be innovative in problem solving with strong organizational skills, promote team building and possess the ability to promote positive and productive relationships with staff, elected officials and community members.

A comprehensive explanation of the position's responsibilities can be reviewed below at: [www.uniongrove.net/employment](http://www.uniongrove.net/employment)

## 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:

- [Village of Union Grove Employment Application](#)
- Cover Letter
- Resume'
- Five Work Related References
- Wage Earning History

Complete applications will be accepted until position is filled. Applications will be reviewed as they are received, so please apply early. 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).