

Town of Shelby

Town Administrator Ideal Candidate Profile

Organization Overview

The Town of Shelby is an unincorporated municipality located in the southwest corner of La Crosse County, just south and east of the City of La Crosse along the banks of the Mississippi River. The sloughs and bayous along its western boundary and a range of bluffs, which cross the Town from north to south, provide some of the most scenic views in the area. Wildlife abounds and recreational opportunities range from camping and canoeing at Goose Island Park to skiing at Mount La Crosse.

An elected five person Town Board governs this town of 4,824 residents with the assistance of a Town Administrator and an appointed Clerk and Treasurer. Its unique landscape and proximity to an urban center make it a prime location for residential development. Planned growth is directed by the Town's long-range land use plan, which was developed in conjunction with a countywide plan. The vision statement of the Shelby Town Plan reads: "We foresee our Town to be both urban and rural in character providing a pleasant living environment for our residents. We want sound programs in place to maintain the rural agricultural character and to direct new development to those areas that are already urban in character and conform to a Town plan." To learn more about the Town of Shelby visit www.Townofshelby.com.

Position Overview

The Town Administrator oversees the day-to-day operations of the Town of Shelby pursuant to Town ordinances, statutes of the state and the resolutions, motions and directives of the Town Board. This position supervises office staff, Fire Chief, Police Officers and the Road Crew Foreman, and responds to citizen concerns in a professional manner.

Shelby also has a separate Sanitary District which provides water and sanitary sewer services to many areas of Shelby. The Shelby Sanitary District #2 (SSD2) is governed by a three person appointed Board. The Town Administrator will spend approximately a third of their time serving as the Administrator of the SSD2 under the direction of the SSD2 Board.

The Town Administrator oversees combined budgets of more than \$3.5 million dollars. The position is responsible for administering the Town's financial affairs in a cost effective manner: including serving as the Public Works Director, budget preparation and accounting, employee wages and benefits, policy and ordinance development, residential and commercial development, water and sewer utilities, park development and maintenance. The Town Administrator manages the Town Treasurer, Town Clerk, Fire Chief, Police Officers, Assessor, Inspectors and Shelby Youth Baseball volunteers to maintain public services and enhance the quality of life for the residents of the Town of Shelby. This position reports to the Town Board and operates under the direction of the SSD2 Board in regards to matters relating to the SSD2.

This position requires residency in the Town of Shelby within six months of the successful candidate's employment. The successful candidate must pass a background investigation, credit check and drug test.

Education and Qualifications

A Bachelor's degree in business, public administration or closely related field and a minimum of five (5) years of increasingly responsible local government management experience is required. A Master's degree in public administration or business administration and/or experience with Wisconsin statutes is preferred. Water and sewer municipal operations experience is preferred. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered. The successful candidate must possess a valid driver's license.

Professional and Personal Traits

- A thorough understanding of municipal organizations and operations
- The ability to lead staff, coach, motivate, manage, and develop high-performance teams
- Proven ability to organize, manage multiple projects/priorities and meet deadlines
- Strategic thinking, problem solving and negotiation skills
- The ability to achieve strategic objectives and develop/manage a budget
- A self-starter with the ability to perform duties when needed (including evenings and weekends)
- Customer focus and good customer service skills
- Effective and persuasive presentation skills
- Knowledge of economic and community development, planning and zoning
- Experience dealing with intergovernmental issues
- Ability to work effectively in collaboration with diverse groups of people
- Excellent written and oral communications skills
- Strong computer skills, including proficiency with Microsoft Office Suite

Duties and Responsibilities

- Meets with citizens to inform, educate and respond to issues or problems. Ensure that issues or problems are handled in a timely manner and expeditiously resolved
- Supervises all departments and coordinate with volunteers and third-party vendors/contractors
- Develops necessary organizational processes and structures
- Serves as a liaison between the Town Board, SSD2 Board, Planning Commission and any other commissions and committees of the Town of Shelby
- Prepares the agenda and necessary information for each Board, commission or committee meeting
- Leverage the resources available from the League of Wisconsin Municipalities, WI Rural Water Association, Wisconsin Towns Association, and Wisconsin City/County Managers Association
- Identifies current legislation, administrative rules, and policies requiring the attention of the Boards or Planning Commission
- Reports status to the Boards and Planning Commission on the activities and progress toward meeting strategic objectives
- Inform the Town Board and SSD2 Board of events and actions required prior to meetings by providing a written Administrator's report
- Recommends new innovative solutions to the Town Board and SSD2 Board for productivity improvement and cost savings and then effect and communication approved changes
- Provides fiscal oversight for audit, financial and all compliance reporting

- Prepares and presents the annual budget and capital improvement plan in coordination with department heads for review and approval by the Town Board and SSD2 Board
- Serve as the purchasing agent for the Town of Shelby up to the level of expenditure authorized by the Boards and seeking Board approval for expenditures that exceed the define level of authority
- Report regularly to the Boards on the current fiscal position of the Town to ensure the Town operates within the financial parameters approved by the Boards including the preparation and delivery of supplemental financial status reports to support our operating statements and payment of bills such as on-going summaries by vendor, contractors, etc.
- Plans for short-term and long-term financing for capital projects
- Identifies and stays current on federal, state and county funds available including submitting grant/loan applications and the administration of such grants and loans
- Establish and maintain banking relationships, oversee the repayment of any loans, and ensure diversification of deposits across difference financial institutions to ensure that accounts are under the FDIC coverage limits in accordance with WI Stat 66.0603
- Oversees and manages Township property and assets
- Negotiates and administers contracts for outsourced services
- Develop and maintain good working relationships with other government entities, third party contractors and other providers, vendors, auditors, our engineers, attorney, and regulatory agencies such as the DNR and PSC
- Participate in the Boundary Agreement discussions with the City of La Crosse
- Participate in negotiations/oversee the Sanitary Sewer Contract with the City of La Crosse
- Works with various local, state, and federal agencies on matters of mutual concern
- Administers and provides support to economic and community development, planning and zoning
- Works with outside legal support to draft and update Township ordinances
- Serves as the personnel officer to ensure safe and proper working conditions for Township employees, including establishing compensation and benefits policies for employees
- Oversees the employee performance evaluation process for all employees and takes corrective action, when necessary
- Serves as the Township's emergency management coordinator
- Oversees Shelby Youth Baseball and Softball organization, an all-volunteer summer program for area youth ages 7-14
- Develop a 5-year strategic and tactical plan, utilizing information and objectives of the SSD2 Commissioners, the Town Board, and staff
- Keep abreast of DNR regulations, PSC requirements, national water and sanitary sewer issues, and any other applicable Federal and state regulations
- Plan for and coordinate projects with the SSD2 Commissioners, Town Board and other related Town staff
- Prepare project plans and options with appropriate budget information, overall benefits, risks and success factors for assigned projects and complete, in all respects, public work projects
- Coordinate public meetings and presentations, and act as the facilitator for such meetings and presentations
- Demonstrate and document solutions to one-off issues/problems and situations
- Other duties as assigned by the Town Board, SSD2 Board or Planning Commission

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

PeopleFirst HR Solutions is proud to partner with the Town of Shelby in filling this position. Interested professionals should submit a letter of interest, resume, work-related professional references, and salary history to mhelgeson@peoplefirsthrsolutions.com, or send them to PeopleFirst HR Solutions, 600 North 3rd Street, Suite 204, La Crosse, WI 54601. Candidates wishing to be considered should have their information postmarked or e-mailed as instructed above by no later than midnight on August 15, 2019.

The Town of Shelby is an Equal Opportunity Employer.