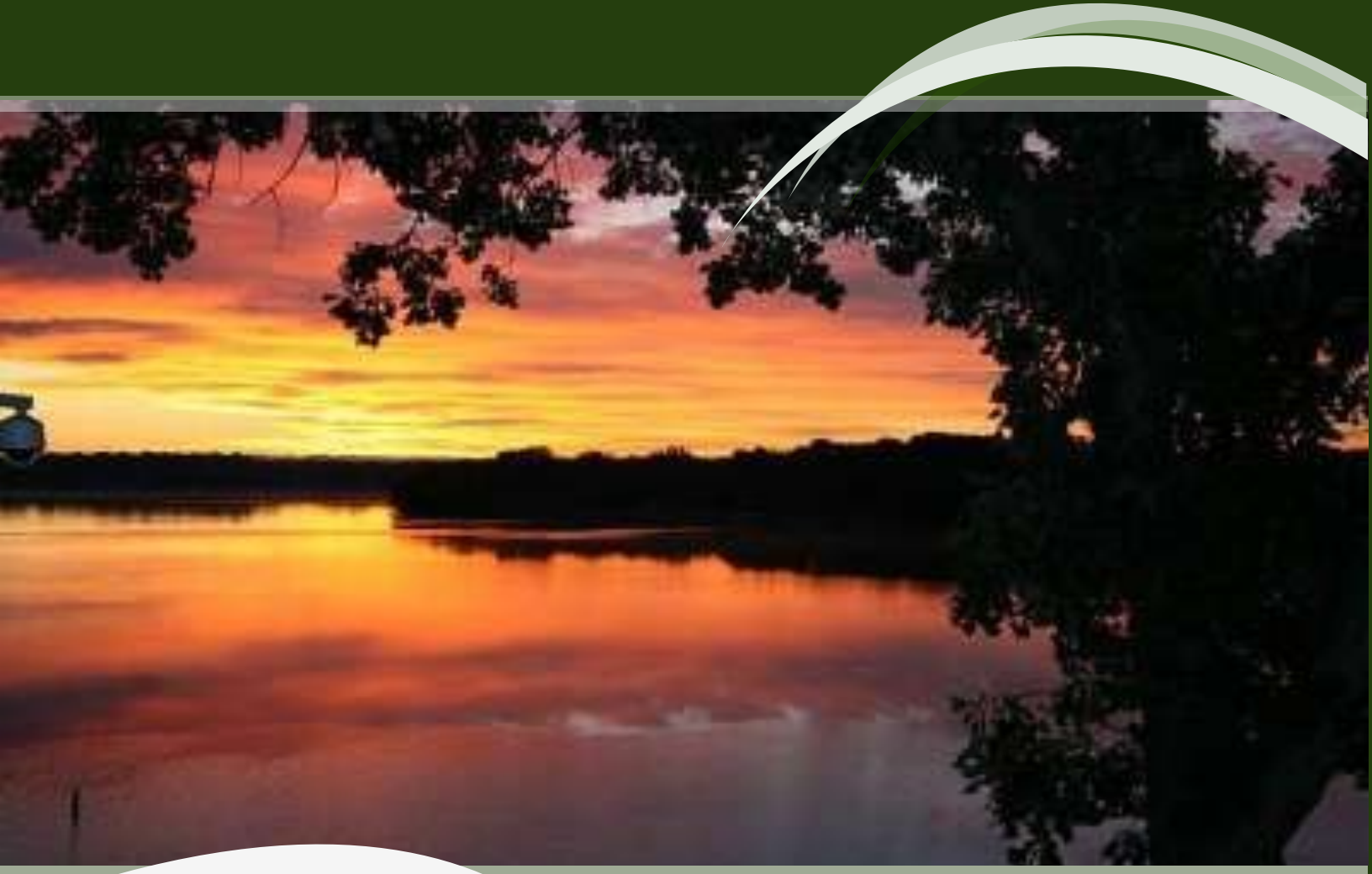
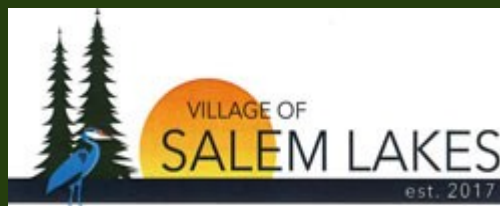


Open until filled—\$60,000-\$90,000 +/- DOQ

# SALEM LAKES, WISCONSIN



## Assistant to the Village Administrator





**SALEM LAKES, WISCONSIN**

# **ASSISTANT TO THE VILLAGE ADMINISTRATOR**

## **DEMOGRAPHICS/GENERAL INFORMATION**

Population: **14,625 and growing**

Square Miles: **33.29**

### **Race and Hispanic Origin:**

White, alone: **90.7%**

Black or African American, Alone: **0.5%**

Hispanic or Latino: **7.8%**

Asian, alone: **0.3%**

Two or more races: **6.4%**

Median Home Value: **\$268,000**

Median Household Income: **\$91,819**

## **THE COMMUNITY**

Salem Lakes officially became the Village of Salem Lakes on February 14, 2017 following a municipal merger that combined the Town of Salem, the Village of Silver Lake and the hamlets of Trevor, Camp Lake, and Wilmot. Salem Lakes is a rural community with a population of approximately 14,625. The Village of Salem Lakes is a community in Southeast WI. Nestled between Milwaukee and Chicago and a short distance from Kenosha and Lake Geneva. Our location allows our Village to evoke a quiet country Charm while still being able to access “City Life” with quality entertainment, business, employment and Industry. Adding to its beauty, The Village is home to 11 different lakes. There are multiple beaches and accessible boat launches to help you escape the daily grind. Our parks also boast great hiking and biking opportunities.

The Village of Salem Lakes encapsulates the essence of a friendly and active community with its unique blend of small-town living and hospitality with Metropolitan Allure within a short drive.

The Salem Lakes Village Hall is located at 9814 Antioch Road (STH 83), Salem, WI, 53168.

Office hours are Monday thru Friday, from 8:00 a.m. to 4:30 p.m.







## DEPARTMENTS

- Administration
- Finance
- Clerk
- Fire Department
- Public Works

## BOARDS AND COMMISSIONS

- Village Board
- Parks Commission
- Fire Commission
- Plan Commission
- Board of Appeals
- Board of Review

## THE VILLAGE ORGANIZATION

The Village of Salem Lakes is governed by a Village Board, and it has established an Administrator position as the chief administrative officer responsible to the Village Board and President. The Village Board consists of seven elected officials, including a Village Board President, elected through a system of staggered and overlapping terms every two years.

The Village Board is responsible for establishing policy for the Village and hires the Village Administrator, Treasurer and Clerk.

The Village Administrator oversees all Village Departments and provides policy advice and recommendations to the Village Board.

Salem Lakes is committed to excellence in public service with a focus on continuous improvement. Our municipality provides a range of services for its residents which includes sewer, street maintenance, snow plowing, garbage collection, parks & recreation, fire protection and contracted police services and planning, building and zoning through the County. The Village has approximately 30 full-time employees and 60 part-time employees.

The adopted 2024 fiscal year budget for Salem Lakes is approximately \$19,645,173.00 dollars with a AA Bond Rating. In 2025, the Village will begin its first Strategic Plan.



ASSISTANT TO THE VILLAGE ADMINISTRATOR





## THE DEPARTMENT AND THE POSITION

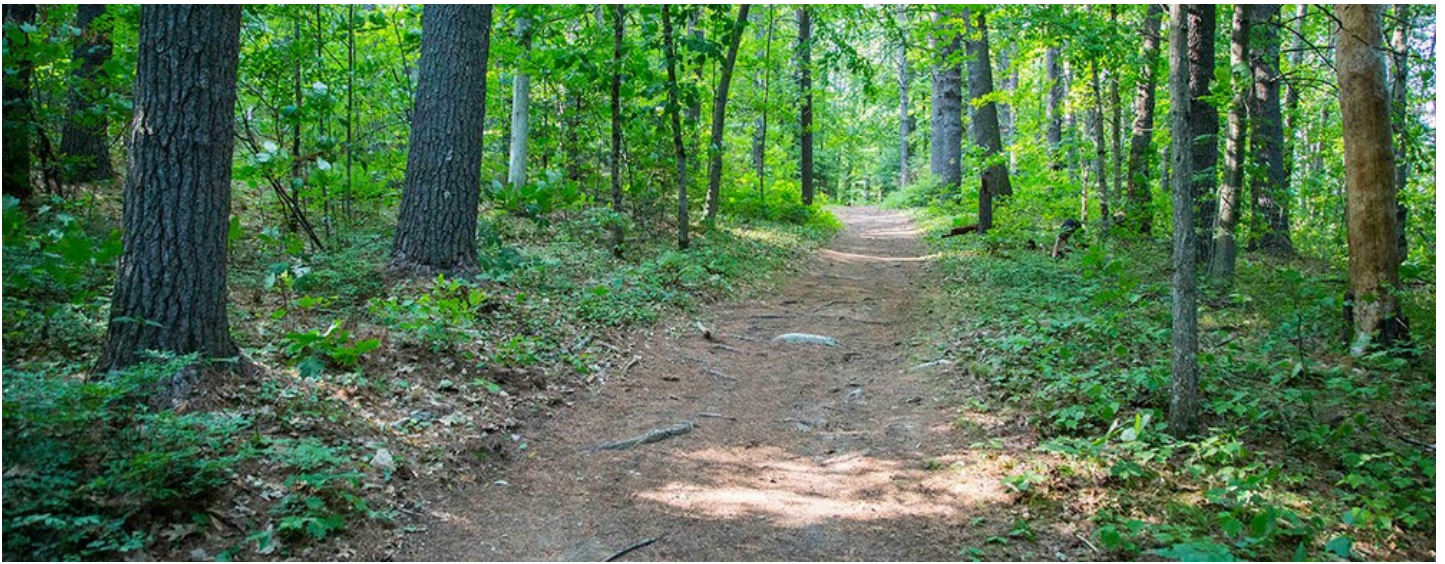
The Assistant to the Village Administrator provides assistance to all Department Heads on executive level projects. They will assist with items such as planning, developing and implementing capital plans and budgets across departments, assist with developing and reviewing ordinances and resolutions and codification of the same, will play a key role in the development of the Villages first Strategic Plan and updating of the Villages Zoning ordinances. The Assistant will report to the Village Administrator and collaborate with department directors.

## OPPORTUNITIES

Many opportunities exist for the Villages first Assistant to the Village Administrator, including:

- Assist the Finance Director to collect information to develop a category based budget for 2025 and develop the Village's first GFOA compliant budget, as well as our first Village wide capital plan.
- Work as a member of the Village's executive team and be an integral part of the Village's success in developing its first Strategic Plan.
- Assist the Public Works Director with updating the Villages Zoning Ordinances.
- Assist the Village Clerk with updating the Employee Personnel Manual.
- Assist the Fire Department with developing a Wellness Program that will be implemented organization wide.
- Review and update the Village's policies and procedures, Open Records Requests process, and file management/ records retention, while streamlining service delivery for internal and external customers.
- Assist with the development of Requests for Proposals.
- Take a lead on website content development and assisting the Village Administrator to develop a marketing and re-branding program for the Village.

**ASSISTANT TO THE VILLAGE ADMINISTRATOR**



## CANDIDATE QUALIFICATION CRITERIA

Candidates should be strategic and collaborative leaders who understand how to balance fiscal excellence and sustainability while looking ahead to changing service needs and models. In addition, candidates must have excellent communication and interpersonal skills, an inclusive management style and the ability to build strong partnerships and consensus at all levels of the organization.

## CANDIDATE REQUIREMENTS

A Combination of education, experience and training will be taken into consideration.

- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, or related field. Master's degree in public or business administration is preferred.
- Experience: Five years of increasingly responsible experience in government as a clerk, or a related field, including four years of administrative and supervisory responsibility.
- Preference will be given to individuals with Government experience as a Clerk, and who are a Certified Municipal Clerk.

### Additional desired attributes and skills:

- Broad and thorough knowledge of municipal finance, including utility and enterprise funding, ideally with experience in settings of different size and complexity.
- An approachable and available manager, committed to building a collaborative environment at all levels of the organization.
- Demonstrated ability to mentor and develop staff. An innovative leader with a focus on organizational transformation, improvement, and big picture thinking.
- A tactful and savvy communicator with the ability and confidence to convey complex financial information to a variety of audiences.





## COMPENSATION AND BENEFITS

\$60,000—\$90,000 +/- DOQ. The hiring range is negotiable. A generous benefit and retirement package is also offered by the Village. Family health insurance is approximately \$85 per month with a \$250 deductible per person. The monthly premium includes Vision, Dental and Medical insurance. Participation in the Wisconsin Public Employee Retirement System (WRS) is provided. WRS is an excellent retirement and only takes 5 years to be vested for a pension. The Village offers 11 paid holidays. For more detailed information on benefits, contact Village Administrator. No residency is required.

## HOW TO APPLY

Send resume, cover letter, salary history and five work-related references to Village Administrator, Cassandra Hiller at [chiller@voslwi.gov](mailto:chiller@voslwi.gov). Position is open until filled.

For further information, contact Cassandra Hiller, Village Administrator at 262-843-2313 x 5701 or [chiller@voslwi.gov](mailto:chiller@voslwi.gov)

The Village of Salem Lakes, Wisconsin is an Equal Opportunity Employer.

