



Public Administration Associates, LLC

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Position Announcement

City Administrator/Clerk-Treasurer City of Berlin, WI (Population 5,385)

The City of Berlin, Wisconsin is looking for a dynamic professional, with strong financial skills, to replace its long tenured City Administrator/Clerk-Treasurer, who is retiring after 21 years of service to the community.

The City of Berlin is nestled along the Fox River within beautiful Green Lake County, an area rich in history, heritage, natural resources, and abundant natural and active recreational amenities. Berlin is a “River Community” that possesses a strong sense of community, embracing the “small town Wisconsin” lifestyle, including a comparatively moderate cost of living, vibrant local economy, stable traditional neighborhoods, residential subdivisions, strong local industries, and a historic Main Street serving as a local and sub-regional commercial center and nearby agricultural areas. Its location on State Highway (STH 91), is within minutes of the U.S. Highway 41 corridor, located east of the community, with convenient access to Green Bay, the Fox Valley, and Milwaukee. Specifically, Berlin is 20 miles to Oshkosh, 45 miles to Appleton, 75 miles to Green Bay, 80 miles to Madison and 100 miles to Milwaukee. Berlin’s location along the Fox River allows access to major waters for boating, canoeing, and kayaking. Berlin is in close proximity to the finest recreational areas in Wisconsin, including Lake Winnebago, Lake Poygan, Lake Butte des Morts, Rush Lake, Big Green Lake, and Lake Puckaway as well as quality biking and hiking trails, such as Berlin Fen State Park Natural Area and Mascoutin Valley State Park. The Berlin area is also home to Mascoutin Golf course and is just down the road from one of the oldest golf courses in the state, Tuscumbia, opened in 1893, as well as the highly rated Lawsonia Golf Course.

The new Administrator/Clerk-Treasurer will have several initiatives to manage and implement, including management of the City’s six TIF Districts, guiding a major street and utility project along the Fox River with major funding from a CDBG grant, a pedestrian bridge renovation, working with the Community Development Director on continued proactive planning and implementing of the downtown business and river district priorities, working with Green Lake County and its communities on additional resource sharing for emergency medical services, working with the optional Police & Fire Commission on police department initiatives and

collective bargaining, implementing housing development initiatives and addressing future capital improvement needs.

Starting salary range is \$80K-\$95K DOQ plus excellent benefits. Mayor and six Councilpersons are elected on a non-partisan basis. Berlin's annual general fund budget is \$6.4 million, and the 2021 Utility budget is \$1.7 million with a \$2.5M infrastructure project. Staffing levels are 56 full-time equivalents plus seasonal and paid-on-call staff, firefighters and EMTs.

Requires a Bachelor's Degree in public administration, business administration, finance, or related field; Master's Degree preferred, with a minimum three years progressively responsible administrative and leadership experience in a municipal organization. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that relate to skills required. Residency within the City of Berlin is strongly desired, suggested, and preferred. The successful candidate must demonstrate a verifiable record and experience in the following areas: budget development and financing; including governmental accounting and redevelopment and capital improvement financing, analytical skills, human resource management, including pay for performance and general personnel management, and intergovernmental relations. The candidate should possess a high level of both personal and professional integrity, have a strong work ethic, acute listening skills, a dynamic and collaborative leadership style, and be able to work harmoniously with elected officials including other governmental entities.

For more information, visit the City of Berlin website: <https://www.cityofberlin.net/>

Send cover letter, résumé, references, and salary history via email, in a single PDF, by March 23, 2021 5:00 p.m. CST to mcswartz57@gmail.com with email subject: City of Berlin, WI Search. Questions regarding the position should be directed to Chris Swartz, Public Administration Associates, LLC, at 414-788-7028.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.