



Administrator-Treasurer

Position Profile



Public Administration Associates



The City

Omro is seeking a proven and experienced Administrator/Treasurer to lead its management team. Built along the banks of the beautiful Fox River in Winnebago County, Omro is located 8 miles west of Oshkosh. The city offers a perfect combination of business and residential amenities, and the convenient transportation corridors allow residents to commute easily to Oshkosh, Appleton, and Fond du Lac for work, shopping, and entertainment. With a population of 3,613, Omro retains a small-town feel, but presents a big-city attitude.

Omro offers growing businesses, job opportunities, a quaint downtown, and an expanding highway business district. Quiet neighborhoods feature a range of housing options and a spectacular rural landscape. The Fox River and its tributaries are enjoyed by fishing enthusiasts, wildlife watchers, kayakers, canoeists, and other recreational boaters. Omro is also in close proximity to the Wolf/Fox Pools of Lakes, including Winnebago, Butte de Morts, Winneconne and Poygan.

The City of Omro's total annual 2023 budget is \$ 5.1 million including Sewer and Water Utilities. The city has one active tax incremental district. City employment consists of 24 full-time and 45 part-time/seasonal employees. Future emphasis includes the need for a facility study of all city buildings (especially City Hall and Library), staff reorganization, implementation of the project plan for newly created tax incremental district, obtaining additional land for expansion of industrial park, pro-actively leading economic development efforts with other community organizations, and continued progress on capital improvement plan implementation, including sanitary and storm sewer improvements.

The Position

The Administrator/Treasurer is appointed by the 6-member City Council to serve as the chief administrative officer. The Administrator/Treasurer provides leadership, vision, and direction to the city services areas, implements City Council policy, and works with the City Council and administrative team to craft strategic and financial planning objectives.

The city provides robust municipal services including public safety (police), municipal court, street maintenance, sanitation, parks and recreation including an aquatic center, library, and general administrative services. The city also operates its own water and wastewater treatment utility. The Omro-Rushford Joint Fire Department is a volunteer organization.

Salary is \$95,000-\$115,000 DOQ plus excellent benefits.

Qualifications, Skills and Experience

Candidates are required to have earned a bachelor's degree in Public Administration or related field; Master's degree preferred with at least three years municipal management experience. Consideration of candidates with federal or state government experience, private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Residency is encouraged.



The Ideal Candidate

The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: budgeting and finance, debt management and financing, economic (re) development, human resource management, project management including contracts, community planning and zoning, and capital improvement planning. The preferred applicant will have a high level of both personal and professional integrity, a strong work ethic, dedication to public service, open and positive communication, team building, acute listening skills, and leadership in addressing community issues.

How to Apply

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Chris Swartz, Associate; 1155 W. South Street, Whitewater, WI 53190; e-mail mcswartz57@gmail.com; phone 414-788-7028, by May 26, 2023, or until the position is filled. Interviews for qualified candidates may occur anytime during the recruitment period.

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

