

*Recruitment Announcement and
Profile for City Administrator*



Mondovi, WI

City of Mondovi, Wisconsin

The City of Mondovi, Wisconsin is pleased to announce the recruitment and selection process for their next City Administrator. This profile provides background information on the City of Mondovi and on the organization, as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit a city application, resume and cover letter along with contact information for five work-related references by January 6, 2017 to Russell Van Gompel, Interim City Administrator at cityadmin@mondovi.com. The email submittal shall be clearly identified as City Administrator Recruitment.

Additional information about the City of Mondovi can be found on the City's website: www.mondovi.com

The City of Mondovi is an equal opportunity employer.

Russell Van Gompel, Interim City Administrator
156 S. Franklin Street
Mondovi, WI 54755
Email: cityadmin@mondovi.com
Telephone: 715-926-3866



City Administrator

The City of Mondovi (pop. 2,777) is located in picturesque Buffalo County just 20 miles south of Eau Claire. Mondovi is a small community with a robust and diverse economy. Mondovi is home to several large employers and offers excellent employment opportunities for area residents and services that are needed in a community. Mondovi has a vibrant commercial business district that offers groceries, hardware, furniture, appliances, pharmacy, banking, restaurant, physical fitness, healthcare, printing and general merchandise. Professional services provided include insurance, real estate, legal and accounting.

Residential and economic development is at the forefront of Mondovi's future. The City's population growth has been steady, with an increase of 5.4% since 2000. Future projections indicate the City growing by another 6.0% in the next ten years. To foster both residential and economic growth, the City created Tax Increment District #2 in 2005. TID #2 added residential single family lots, multi-family lots and expanded the Industrial Park. The Mondovi Industrial Park was initially developed in the 1990's and has spurred the construction of close to 20 new business facilities. TID #2 was declared a distressed TID in 2013. TID #1 remains open as is a donor district to TID #2. Current projections have TID #2 to have a positive balance in 2024.

The City operates under a mayor-council form of government including seven elected council members. There are six appointed officials including the City Administrator, Treasurer, Police Chief, Fire Chief, Director of Public Works, and Street Superintendent.

The City is seeking a collaborative, strategic-thinking professional with strong leadership and economic development skills. A background in intergovernmental relations is also desired. A record of visibility in the community, proven financial/analytical and human resources skills is required. The City has more than 16 FTEs, a \$3.6 million budget (all funds, including TIF).

Candidates must have a minimum of a Bachelor's degree in public management, public finance, accounting or related field. A Master's degree in public or business administration is preferred. Three to five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skill and abilities. Candidates must possess proven managerial, interpersonal and leadership skills to direct a resident-forward City team serving a full-service community. Starting salary range: \$70,000 – \$90,000 +/- DOQ. Excellent benefit package. Candidates should apply by January 6, 2017 with city application, resume, cover letter along with contact information for five work-related references to Russell Van Gompel, Interim City Administrator, 156 S. Franklin Street, Mondovi, WI 54755. Tel: 715-926-3866. Email: cityadmin@mondovi.com. Additional information about the City of Mondovi can be found on the City's website: www.mondovi.com

Community History and Background

Mondovi is a great community located in the rolling hills of West-Central Wisconsin's Buffalo County. It is located 20 miles south of the City of Eau Claire along State Highway 37 and the intersection of U.S Highway 10. Mondovi is a growing city with an interesting history and strong commitment to the future.

The City of Mondovi was first settled in the mid 1800's as a primarily agricultural economy. When the area was first platted in 1858 the village became known as Mondovi. The new name was selected from a site where a Napoleonic battle took place in Italy against the Sardinian in 1796.

The City was incorporated in 1889. Many nationalities made up the area's first residents including English, Irish, Scotch, French, German, Norwegian and Polish immigrants. Mondovi grew as more settlers came to the area and the population doubled during the turn of the century. A railroad line served the community, public utilities were formed, electric power was provided and the first hospital was established during these busy growing years.

Today Mondovi is a thriving small community offering many amenities for residents and visitors.



Community's Excellent Education

The School District of Mondovi offers students and families the social and personal attention of being part of a smaller school system, but the academic and extracurricular opportunities of a larger school system.

The City School Complex consists of Elementary School (pre K – grade 5) Middle School (grades 6 – 8) and High School (grades 9- 12). The district facilities include an outdoor pool, a distance learning center, four advanced computer centers, a weight room, a performance area, and three indoor athletic areas. All of the facilities are open and accessible to the public.

The curriculum includes academics, fine arts, vocational, and special needs programs. If advanced training is what you are seeking you will be pleased with the variety of options within close proximity.



Chippewa Valley Technical College

The regional technical college offers a wide variety of certificate and customized training programs.

University of Wisconsin System

Several University of Wisconsin campuses are located within close proximity to Mondovi. The closest is UW-Eau Claire, which is 20 minutes away. UW-Stout, UW-River Falls and UW-La Crosse are also located within an hour's drive from Mondovi.

Recreational Opportunities

The Mondovi area offers year-round opportunities for fun. There are many seasonal leagues for baseball, softball, trapshooting and volleyball. A private-open to the public 18 hole golf course is located on the north side of Mondovi.

The community maintains many facilities for the pleasure of residents and visitors including; four ball fields, a swimming pool, six tennis courts, an ice skating rink, five parks, a canoe landing, fishing pier, boat landing, Buffalo Fairgrounds and Central City Green. The canoe landing connects with 28 miles of marked canoe trails on the Buffalo River.

The Buffalo State Trail passes through Mondovi. It offers a safe and scenic place for hiking, biking, snowmobiling, horseback riding and ATV riding.





Full Service Community

Mondovi is a small community with a robust and diverse economy. Mondovi is home to several large employers and offers excellent employment opportunities for area residents and services that are needed in a community. Mondovi has a vibrant commercial business district that offers groceries, hardware, furniture, appliances, pharmacy, banking, restaurant, physical fitness, healthcare, printing and general merchandise. Professional services provided include insurance, real estate, legal and accounting.

Mondovi is home to several nationally recognized companies including Marten Transport, Ltd., and Midwest Dental Management. The community is also home to a variety of manufacturers and service-related companies.

The City owns an Industrial Park on the north side of the community and makes land available to companies seeking a new site or to expand their facilities. The industrial park is fully served with utilities and streets and is home to several local companies

City Government

The City operates under a mayor-council form of government including seven elected council members. There are six appointed officials including the City Administrator, Treasurer, Police Chief, Fire Chief, Director of Public Works, and Street Superintendent. The City has more than 16 FTEs, a \$3.6 million budget (all funds, including TIF).



Public Safety

The Police Department protects and serves the community with four full-time officers and five reserve officers. The Fire Department serves the community with 30 part-time volunteers. The Mondovi Ambulance Service consist of the service director and 20 part-time volunteers.

Public Works

The Public Works area includes a Street Department and Water and Sewer Utilities and is served by 6 full-time employees. The City utilizes three wells to produce and treat ground water for residential, commercial and industrial use. Waste Water is collected and treated by the City's treatment plant.

Library

The City has a full-service public library located at 146 W. Hudson St. The library is a member of the Winding Rivers Library System that offers patrons access to materials from other libraries in the region and state. The library has books, research materials, periodicals, computers and more available to the public. The library also offers wireless internet and public internet access and children's programming.

Challenges and Opportunities

Residential and economic development is at the forefront of Mondovi's future. The City's population growth has been steady, with an increase of 5.4% since 2000. Future projections indicate the City growing by another 6.0% in the next ten years. To foster both residential and economic growth, the City created Tax Increment District #2 in 2005. TID #2 added residential single family lots, multi-family lots and expanded the Industrial Park. The Mondovi Industrial Park was initially developed in the 1990's and has spurred the construction of over 20 new business facilities. TID #2 was declared a distressed TID in 2013. TID #1 remains open as is a donor district to TID #2. Current projections have TID #2 to have a positive balance in 2024.



Personal Attributes

- 1) Relates well to people, is willing to be part of the community (attend local functions), is a good listener and works well with staff.
- 2) Must have knowledge of city services and procedures, knowledge of City Administrator's responsibilities as governed by the City of Mondovi resolutions/ordinances and the State of Wisconsin.
- 3) Must have highly developed ability to organize and prioritize the needs of the community.
- 4) Must set exemplary standards of professional and courteous conduct. Must be able to provide leadership while working toward consensus.
- 5) Must be accurate and detail oriented and be able to assume responsibility and work with a high level of independence.
- 6) Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- 7) Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- 8) Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- 9) Must have knowledge of good grammar, spelling, punctuation and basic math abilities.



Candidate Qualification Criteria

The City is seeking a collaborative, strategic-thinking professional with strong leadership and economic development skills. A background in intergovernmental relations is also desired. A record of visibility in the community, proven financial/analytical and human resources skills is required.

Candidates must possess proven managerial, interpersonal, and leadership skills to direct a resident-forward City team serving a full service community. Starting salary range for the position is \$70,000 – \$90,000 +/- depending on qualification and experience

Education and Experience

Candidates must have a minimum of a Bachelor's degree in public finance, accounting, or related field. A Master's degree in public or business administration is preferred.

Three to five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.