



Public Administration Associates, LLC

1155 W South Street
Whitewater, WI 53190
608-370-1663

smurphy@public-administration.com

www: public-administration.com

Position Announcement

City Administrator City of Hillsboro (1,428)

The City of Hillsboro, Wisconsin is looking for a highly skilled Administrator with strong financial and planning skills to serve as their next City Administrator, succeeding their current Administrator, who served since 2021 and has taken another position. Hillsboro is rich in history and heritage, with a strong sense of community, embracing the “small town Wisconsin” lifestyle, including stable traditional neighborhoods, new residential subdivisions, strong local industries, and a robust historic Main Street. Hillsboro provides for a small-town and rural quality of Life. Known as the gateway to the Driftless Area, the region of Wisconsin not impacted by glaciers during the last continental ice age, resulting in dramatic ridges and valleys, and expansive scenic rivers and streams. The area, also known as the Kickapoo Valley, has become a top tourist destination for outdoor recreation, including biking, hiking, kayaking, canoeing and trout fishing. Hillsboro offers several public parks for recreational activities, including the Hillsboro State Bike Trail that connects to the historic “400” State Trail and the Elroy-Sparta Trail. The City is also in close proximity to the Baraboo and Kickapoo Rivers, Wildcat Mountain State Park, Kickapoo Valley Reserve, and a short drive to the Wisconsin Dells waterpark attractions. Hillsboro is located 60 miles from La Crosse, WI, 80 Miles from Madison, WI and 150 Miles to Milwaukee and Green Bay, WI.

Hillsboro is known for its innovative economic development programs and strategies, particularly the “Main Street” revitalization efforts including facade, building preservation, signage & targeted business improvements. The City was the recipient of over \$800K in grant funding to support commercial development, foster entrepreneurship, and establish a regional business incubator program. The new Administrator will immediately take the lead on numerous initiatives and projects that are in the planning stage or just getting underway including the reconstruction of STH 33/80/82 highway project, redevelopment of vacant properties within the Downtown district, wastewater treatment plant upgrades, facilitation of new housing

developments, a train restoration project, development of a combined childcare & senior center and managing a DNR Stewardship Grant funded park project.

Starting salary range is \$80K-\$95K DOQ plus an excellent [benefit package](#). The Mayor and eight Council members are elected to 2-year terms on a non-partisan basis. Hillsboro's annual general fund, Utility, TIF, and special fund budgets can be viewed [HERE](#). The 2024 Financial Audit is still being finalized, however, the 2023 Audit may be viewed [HERE](#). Current staffing includes 14 FTE's plus seasonal staff; an Organizational Chart can be accessed [HERE](#).

The position requires a Bachelor's Degree in public administration, business administration or related field; Master's Degree preferred, with a minimum of two 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 the skills required. Residency within the City of Hillsboro or its School District boundaries is preferred. The successful candidate must demonstrate a verifiable record and experience in the following areas: community development/planning, budget development and financing, including redevelopment and capital financing, the ability to effectively manage contracts, projects, and grant writing and implementation. The successful candidate should possess a high level of both personal and professional integrity, have a strong work ethic and be an innovator, have acute listening skills, a collaborative leadership style, open and positive communicator, and be able to work harmoniously with elected officials, including other governmental entities.

For more information, visit the City of Hillsboro website: <https://www.hillsborowi.com/>

Send cover letter, résumé, references, and salary history via email by May 29, 2025 3:00 p.m. CST to smurphy@public-administration.com with email subject: City of Hillsboro Search. Questions regarding the position should be directed to Shawn Murphy, Public Administration Associates, LLC, at (608) 370-1663.

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