



City Administrator

Position Profile



Public Administration Associates



The City

The City of Antigo, (population 8,061) located in northeast Wisconsin, is the county seat of Langlade County (population 19,559). The region that is now Langlade County originally belonged to the Menominee Indian Tribe which harvested the locally grown, wild rice. The first permanent European settler arrived in 1853 and established a trading post. In the early part of the 1900s, Antigo was best known for its sawmills. At the turn of the millennium and even today, the city's economy had a balance of lumber and agriculture. Other industries supporting the Antigo economy are potatoes, dairy products, fur, fertilizer, steel and aluminum products, and wood products. Major employers include Sartori Foods, Wagner Oil Company, Volm Companies, CoVantage Credit Union, Hydratight, Amron, F/S Growmark, Johnson Coil, Karl's Transport, Antigo Neon, and TSI Power. In addition, health care has become a major component of the local economy. Aspirus Langlade Hospital serves the city and the Region.

With US 45, WIS 47, WIS 52, and WIS 64 located within the city limits, Antigo serves as the regional commercial hub for Langlade County and beyond.

The city's park system provides ample opportunity for citizens and visitors to enjoy a wide variety of recreational amenities. Antigo is home to over 20 parks and over 250 acres of recreational space. In the winter, the city offers ice skating on 3 outdoor rinks, cross-country skiing, snow shoeing, and sledding. In the summer, soccer, tennis, t-ball, baseball, a free wading pool, and an inline rink are available. Disc golf, fishing, and walking or biking the trails are enjoyed throughout the year. Outside the city limits, Langlade County has hundreds of miles of snowmobile, ATV, hiking, and biking trails, as well as numerous glacial lakes, rivers, and streams. Nestled amidst breathtaking northern hardwood forests, the area provides numerous opportunities for camping, hiking, biking, swimming, boating, rafting, fishing, and hunting.

In 2018, the city approved its Comprehensive Plan:
<https://www.ncwrpc.org/ncwrpc2021/city-of-antigo-comprehensive-plan/>

Public schools in Antigo are administered by the Antigo Unified School District and include: East Elementary School, North Elementary School, West Elementary School, Antigo Middle School, Antigo High School, and AIMS Academy. In addition, there are two parochial schools: Peace Lutheran School (K-8) and All Saints Catholic School (K-8).

The Position

The City Administrator serves as the chief administrative officer and supervises the following department heads: Clerk-Treasurer/Finance Director, Building Inspector/Zoning Administrator, Fire Chief, Information and Technology Director, Parks, Recreation and Cemetery Director, Police Chief, Street Commissioner, and Project Manager/Surveyor. The City Administrator coordinates with the Library Director. The City Administrator is appointed by the Mayor and is confirmed by the nine-member Common Council. All elected city officials serve two-year overlapping terms on a non-partisan basis.

City services include police, fire and rescue, public works, library, clerk and treasurer services, economic development, zoning and planning, broadband services, sewer and water, parks, recreation, cemetery, and forestry, and administrative services.

Antigo City Finances

Antigo's total annual 2023 budget is \$21.6 million, including General Fund of \$7.1 million, Capital Improvement Funds of \$1 million, Debt Service Fund of \$2.1 million, Special Revenue Funds of \$5.8 million, Trust Funds of \$230,500, Broadband Utility of \$16,688, Sanitary Sewer Utility of \$1.6 million, Stormwater Utility of \$279,086, Water Utility of \$1.6 million, and Internal Service Funds of \$2.0 million. The city has five TIDs with a total budget of \$671,790. As of December 31, 2022, the unassigned fund balance in the General Fund, is 48 percent of expenditures (\$3.3 million). The city has 79 full-time positions, 16 part-time positions, and approximately 13 seasonal positions.

Future Challenges and Opportunities

Upcoming initiatives and projects include city street improvement planning including funding recommendations, strategic planning including housing needs, budget priority development, administrative staff recruitment and development, and enhanced community relations and collaboration efforts.



The Ideal Antigo Candidate

The successful candidate should have a collaborative style in carrying out governing body policies and a history of stable tenures in previous positions. Good listening skills and being innovative will be critical qualities needed to be effective as the next City Administrator.

Skills and Experience

The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: human resources (pay, performance, and general personnel management), commercial and economic development, grant writing, and effective governing body interaction and relationship.

Qualifications and Compensation

The position requires a Bachelor's degree in Public or Business Administration or related field; a Master's degree is preferred. A minimum of three years of progressively responsible administrative and leadership experience in a municipal organization is also required. Candidates with private sector or military experience will be considered if accomplishments are related to required skills.

Starting 2023 salary range is \$96,324-\$111,449 DOQ plus excellent benefits.

How to Apply

Email cover letter, resume, four references, and salary history in a single PDF to Darrell Hofland, Public Administration Associates, LLC, at darrell.hofland@gmail.com. Include City of Antigo, WI, City Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hofland at (920) 627-4538.

The deadline for applications is September 15, 2023.