

# TOWN OF GIBRALTAR

Door County, Wisconsin



# COMMUNITY & POSITION PROFILE

**Town Administrator**

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## LOCATION

The Town of Gibraltar, which includes the unincorporated communities of Fish Creek, Juddville, and Maple Grove, is centrally located in northern Door County, just 90 minutes from Green Bay, Wisconsin.

Officially established in 1858, early settlers recognized the immense potential of Gibraltar's location and resources. Today, with its mix of breathtaking landscapes, rich history, and nostalgic character, it is easy to see why the unique charm of this community continues to captivate approximately 1,060 year-round residents, a number that nearly triples itself when seasonal residents return "home" for the summer.

"WITH ITS BACK TO A ROCK,  
AND ITS FACE TO THE SEA..."

— OLD PENINSULA DAYS  
BY HJALMAR RUED HOLAND

# 1. TOWN ADMINISTRATOR ROLE

Town of Gibraltar is seeking candidates to fill a town administrator role. The Town of Gibraltar, located in the heart of northern Door County, Wisconsin, is seeking to fill a full-time, at least 40-hours per week, employee position as its Town Administrator (TA).

The Town is looking for a strong leader to step into this role and lead the day-to-day operations of the township, which includes leadership in the following areas, financial management, procurement, risk management, planning and zoning, public works and human resources management. This position would lead a staff of approximately 13 full-time employees that would cover functions of police, fire, marina, airport, public works and administration supporting the board and 6 committees/commissions and an operating budget of about \$3.5 million.

Minimum qualifications include a bachelor's degree in Public or Business Administration or an equivalent degree and/or educational experience, and five to seven years or more of progressively responsible management or supervisory experience. A Master's degree is preferred in Public Management, Public Policy or a related field. Experience in a public government supervisory position may be substituted on a pro-rated basis for the education requirement. Zoning administration and successful grant writing experience is a must, project management experience on public works projects desirable. Person must be bondable. Salary is negotiable depending on qualifications, with benefits which include: health insurance, paid vacation and holidays, and Wisconsin Retirement System (WRS).

For further details for the TA open position, the Candidate/Community Profile, and additional information please contact Marc Harding at 715-828-6828. Address your application materials to Marc R. Harding, Town Administrator Candidate, PO Box 309 Bailey's Harbor, Wi. 54202 or send the information via email to [Marc@hardinggroup.biz](mailto:Marc@hardinggroup.biz). Deadline for accepting applications is March 31, 2021.

## 2. COMMUNITY PROFILE & HISTORY

The Town of Gibraltar, which includes the unincorporated communities of Fish Creek, Juddville, and Maple Grove, is centrally located in northern Door County, just 90 minutes from Green Bay, Wisconsin. Officially established in 1857, early settlers recognized the immense potential of Gibraltar's location and resources. Today, with its mix of breathtaking landscapes, rich history, and nostalgic character, it is easy to see why the unique charm of this community continues to captivate approximately 1,060 year-round residents, a number that nearly triples itself when seasonal residents return "home" for the summer.

At the heart of Gibraltar is the village area of Fish Creek. Like a scene taken from a Currier and Ives print, white clapboard buildings still stand along the tree lined streets, telling the story of the Town's beginnings as a fishing village. On the bay, sailboats glide through the blue waters set against the pristine backdrop of Peninsula State Park, Chambers Island and a series of smaller islands. Places of historical significance, such as the Alexander Noble House Museum, the Old Town Hall and several structures listed on the National Register of Historic Places, keep the town deeply rooted in its identity. Meanwhile, the flurry of activity during the summer tourist season illustrates the Town's dedication to mindful progress and responsible growth without sacrificing the essence of who we are as a community.

In the rural areas of the township, Door County tradition lives on. Farmers tend to their crops and livestock; working orchards and farm markets offer cherries, apples and other local produce; local artists exhibit their work in off-the-beaten path studio-galleries; and residential areas provide local residents with a quiet retreat at the end of the day.

Life in Gibraltar has a rhythm, a palpable ebb and flow that fully embodies the phrase "North of the tension line," a phrase that has been used to describe life in Door County. A vacation playground for generations, the area draws millions of visitors each year. The waterfront village area is filled with small summer cottages and inns nestled under limestone bluffs of the Niagara escarpment that lines a panoramic water view. Tourists stroll the streets, meandering in and out of small shops filled with gifts, clothing, pottery, artwork and hand-loomed woolens. Outdoor pursuits and recreational resources abound with golf courses, sandy beaches, water access for boating and fishing, and a state park designed for camping, biking, hiking and exploring. Although the shoulder seasons of spring and fall continue to see an increase in activity, there is something special about the quietness of the "off season," a chance for the locals and business owners to catch their breath after a busy season and reconnect with their community.

With its vibrant energy, strong historical ties, and a distinct Door County character all its own, the Town of Gibraltar epitomizes "small town charm" in an inimitable way that continues to draw people back whether it is for a weekend, a season, or a lifetime.

# 3. EDUCATION SYSTEM

## Gibraltar School District

The Gibraltar School District an award-winning K-12 district that has all of its school facilities on one campus and serves the greater northern door area. It is guided by the mission "to foster a learning environment that promotes student growth and achievement, instructional excellence, and academic rigor by offering our students enriched learning experiences in the arts, academics, athletics and activities."

Detailed Information on the district can be found on the district's [website](#).

## Northeast Wisconsin Technical College (NWTC)

The Mission of NWTC is "We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and life-long learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses."

The NWTC has campuses in both Sister Bay and Sturgeon Bay, all with about a 20-minute drive of the Fish Creek. Detailed information on the school can be found on their [website](#).

## University of Wisconsin System

The UW-Green Bay campus offers a diverse set of programming within about an hour drive of Fish Creek. That enterprising spirit has made this University the fastest-growing UW school in the region. With campuses in Marinette, Manitowoc, Sheboygan, Green Bay, and an online presence.

The University of Wisconsin-Green Bay is a multi-campus comprehensive university offering exemplary undergraduate, master's and select doctoral programs and operating with a commitment to excellence in teaching, scholarship and research, and service to the community. The University provides a problem focused educational experience that promotes critical thinking and student success. Detailed information can be found on their [online](#).

## Door County Library System

Fish Creek is one of seven branch locations within the Door County Library system. It is located in the same building as the Town offices within the Town Center building. Detailed information on the library can be found [online](#).

## 4. RECREATIONAL & PUBLIC AMENITIES

Recreational opportunities are important features of community life in Gibraltar. In addition to being home to one of the most popular parks within the Wisconsin State Park System, Peninsula State Park, it is also home to several Town-owned parks and open spaces. A list and brief description of the Town-owned parks and open spaces can be found below:

### Chambers Island Lighthouse Town Park

This 40.04-acre park is situated on a peninsula located in the northwest corner of Chambers Island. Its main feature is a historically significant lighthouse. The park also holds a boathouse, five picnic tables, a toilet (privy-type), a public access road, and a dilapidated pier that is unusable since it is not attached to the shore. The park is the largest Town-owned park in Gibraltar and is the only public park existing on Chambers Island. Because of the isolated nature of Chambers Island, the park is not heavily used. Most of the acreage remains in an undeveloped wooded condition.



### Fish Creek Public Beach

Offering locals and visitors alike a postcard-perfect view of Fish Creek Harbor set against the backdrop of Peninsula State Park, the Fish Creek Public Beach is located on State Highway 42 in the central part of the community of Fish Creek. The beach was recently renovated in 2019, which most notably included expansion of the park after the Town acquired an adjacent property and the construction of a permanent bathroom facility. Phase 2 of the project continues in 2021 and will include additional landscaping and hardscaping of the beach area.



## 4. RECREATIONAL & PUBLIC AMENITIES (CONT.)

### Clark Park

This 0.55-acre facility is located on the waterfront in downtown Fish Creek. The park consists of large open lawn area surrounded by a low stone fence. Another significant feature is a wide stone walkway running along the waterfront. Decorative lighting and benches are spaced around the site. The park is immediately adjacent to the Town Dock. In addition, Clark Park is adjacent to the Town's two boat launching ramps and near a private docking facility. The large lawn area serves as a vital open space within the downtown area, often used for gathering and special events, and features an exceptional view of the water.



### Sunset Park

This 1.5-acre park is located at the west end of the village area of Fish Creek. It is located along the north side of Main Street and has water frontage on Green Bay at its west side. The facility includes a grass lawn, benches, and a foot path through a wooded area leading to the Fish Creek business area. The park is noted for its excellent view of Chambers Island and sunsets, and is well maintained and marked. The park does not have toilet facilities, and off-street parking is not available, but pedestrian access is provided.



### Fish Creek Park

Fish Creek, the town's namesake, runs through this 27-acre park, and empties into Green Bay on Hwy 42 near Peninsula Park entrance. The wooded park is home to wide, grassy hiking trails and an abundance of wildlife and plant species. The wooden gazebo offers a quiet place to rest, read or simply enjoy the surroundings.



# 4. RECREATIONAL & PUBLIC AMENITIES (CONT.)

## Historic Noble Square

A proud reminder of the Town's historic roots, this park is located at the intersection of State Highway 42 and Spruce Street in the village area of Fish Creek. The approximately one-acre property encompasses the Noble House Museum and surrounding green space. It was purchased in 1996 with a combination of donated and Town funds. The building is leased to the Gibraltar Historic Association and has been renovated to its present museum status by the GHA and Town. The Town is responsible for the ground's improvement and upkeep.



## Champagne Rock

This park is located on Cottage Row and is the width of an easement, running from the road to the water's edge, where there is a rocky ledge, which gives the park its name. A flight of flagstone steps leads from the two-stall parking area along a narrow path to the water's edge.

## Ula Street Park

This small area is formed by the ending of the pavement of Ula Street and the waters of Green Bay. As a result of a 1983 easement agreement between the Town of Gibraltar and North Point Development Corporation, the Town has a perpetual easement up to the edge of the retaining wall solely for the purpose of viewing the waters of Green Bay.

## Spruce Street Park

This area is formed by the ending of the pavement of Cedar Street and the waters of Green Bay. It is street width, 66 feet, and bordered by Spruce Street and the waters of Green Bay. It is a grassy plot with a bench for viewing the waterfront.





# 4. RECREATIONAL & PUBLIC AMENITIES (CONT.)

## Peninsula State Park

As the gateway to Peninsula State Park, Fish Creek provides an intrinsic melding of nature - perfect for refreshing the spirit. Considered Wisconsin's most complete park, Peninsula State Park offers over 460 campsites, three group camps, a summer theater, an 18-hole golf course, sand beach, bike trails, a lighthouse and eight miles of Door County shoreline. The rollicking waves that skip towards Peninsula's sky-high bluffs are part of the Niagara Escarpment.



## Gibraltar Town Center

The Gibraltar Town Center is located in the village area of Fish Creek and is home to the town offices, Fish Creek Visitor Center, post office, and Fish Creek branch of the Door County library system.

Public parking is available here, as well as an electric car charging station, public restrooms, a drinking fountain and free public wi-fi access.



**TOWN OF GIBRALTAR**  
*Door County, Wisconsin*

## 5. HEALTH CARE, WELLNESS & FITNESS

Despite being located in the remote area of Wisconsin's northeast peninsula, Gibraltar enjoys access to expert care and engaging fitness and wellness opportunities both within the community and in nearby Sturgeon Bay.

### **Door County Medical Center & Clinics**

Door County Medical Center is an award-winning critical access hospital that is integrated with clinics and skilled nursing facility services throughout Door County, Wisconsin. With more than 175 physicians serving on the medical staff, Door County Medical Center has been the leader in health and wellness for Door and Kewaunee counties for more than 70 years. Details on services and locations can be found on their [website](#).

### **Door County YMCA**

Fish Creek is home to **Door County YMCA's northern branch** "engaging and connect all people in pursuit of well-being and a vibrant, healthy and welcoming community" resonate with the active lifestyle found in Gibraltar.



## 6. ARTS & CULTURE

The abundance of art and cultural resources within the Town of Gibraltar is one of many characteristics that sets it apart from other towns in Door County.

Due to Gibraltar's convenient, centralized location in northern Door County, many cultural and art-focused resources have chosen to call Gibraltar home over the years, including the **Door Community Auditorium**, **Peninsula School of Art**, **Peninsula Players** (the oldest outdoor theatre in the nation) and **Northern Sky Theater** (formerly American Folklore Theatre). Additionally, there are a number of annual community events that contribute greatly to the Town of Gibraltar's cultural and recreational opportunities. These include the famous **Peninsula Music Festival**, Fish Creek Winter Festival, and **Door County Plein Air Festival**.

Today, the arts continue to be an emerging force in the Fish Creek area. From potters to painters, writers to musicians, the arts are expressed through all media in several dimensions throughout the township. The many professional and near-professional visual artists who call Gibraltar home showcase their work in local and regional art galleries.

The arts are also represented in elements of the Town's historical and architectural character seen in the buildings that line the village area of Fish Creek. All around the waterfront view -- from the small rectangular homes the fishermen built around the harbor of Fish Creek to white clapboard inns originally built in the 1880s for the first visiting tourists -- the "historical character" that is distinctly Fish Creek is a cornerstone of the Gibraltar community. The **Alexander Noble House Museum**, managed by the **Gibraltar Historical Association**, keeps the Town's history alive and relevant through community events and programs, a walking audio tour, themed exhibits, and daily tours of the museum May through October.



## 7. SMALL COMMUNITY WITH A VIBRANT SEASONAL ECONOMY

Although Gibraltar's year around population hovers just above 1,100, that burgeons to approximately 3,000 residents during the months of May through October. This number does not include the thousands of visitors and tourists who travel to the area to enjoy the community's many amenities, small-town charm and sense of a place less common. It's impossible to visit and not be taken in by the beauty of the water and the bounty of trees, a perfect backdrop for recreation, vacation and relaxation.

Rich in its offerings, the village area of Fish Creek is home to a wide array of quality accommodations, cuisine, shopping, recreation, cultural and entertainment opportunities.

Its centralized location and variety of amenities that speak to the body, mind and spirit, truly make it the heart of Door County. Whether one is looking to explore a passion for the arts, go on an outdoor adventure or rejuvenate in a relaxing spa, there is something for everyone that visits.

It is also a place where family-owned and small businesses can continue to thrive thanks to the strong sense of community spirit and vibrant tourist economy that exists here. From its humble and hardworking beginnings, the village area boasts a cherished heritage that is seen today alongside modern conveniences. This fusion of past and present gives Fish Creek an unmistakable, timeless charm that brings people back season after season.

To learn more about some of the businesses that call Gibraltar home, visit [www.visitfishcreek.com](http://www.visitfishcreek.com).



# 8. TOWN GOVERNMENT

## Town Board

The Gibraltar Town Board consists of four elected town board supervisors and one elected chair. These elected positions are staggered to provide some continuity over the terms of the elected body. There are four appointed officials including the Town Administrator, Clerk/ Treasurer, Police Chief, Fire Chief. There are also seven different committees or commissions. The Town has approximately 13 FTEs and an approximate \$3.5 million budget.

## General Administration

The General Administrative function provides all of the core central services supporting the operation of the township, which includes but is not limited to the planning, zoning, grant writing, financial management including, capital planning and implementation, human resource management, risk management, as well as clerking and ongoing support to the board and the committees and commissions. These services are provided with a staff of 4 FTE's including the Town Administrator role.

## Public Safety

The public safety function consists of police, fire, rescue and EMR services for the township residents. The Police Department protects and serves the community with 24-hour coverage with one full-time officer and additional coverage provided by the county. The Fire Department serves the community with a full time chief and 22 part-time volunteers providing fire, rescue and EMR support.



# 8. TOWN GOVERNMENT (CONTINUED)

## Public Works

The Public Works function provides ongoing maintenance and cleaning support for all town owned facilities which includes all buildings, streets, roads, parks and airport properties and is served by 3 full-time employees.

## Fish Creek Sanitary District

The Town of Gibraltar created the Fish Creek Sanitary District to enable the effective treatment of wastewater within the unincorporated village of Fish Creek and the more densely populated areas of the town. The Fish Creek Sanitary District commenced operations in 1984 after construction of the core section of the wastewater collection system and a basic treatment plant. The treatment plant was upgraded in 1990 as the population continued to grow and the wastewater collection system expanded. The district currently services approximately 850 customers with a staff of 4 employees with a budget of approximately \$900,000.00.

## Harbor District

The harbor district consists of the Town Marina and is under the oversight of the Harbor Commission. The town dock is a 32-slip, 45 moorings marina, with fueling (mid-grade and diesel fuel) and pump out services as well daily, seasonal and transient slip opportunities. The operations are supported by about 5 FTE hired on a seasonal basis.



## 8. TOWN GOVERNMENT (CONTINUED)

### Ephraim Gibraltar Airport

The Ephraim Gibraltar airport is a public use airport located one mile southwest of the central business district of village on town property. The airport is jointly owned and operated by the Village of Ephraim and the Town of Gibraltar. It was formerly known as Ephraim-Fish Creek Airport. It is included in the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems for 2019–2023, in which it is categorized as a local general aviation facility. Oversight of the facility which includes 2 runways, one 2400 feet turf and one 2700 asphalt and 36 privately owned hangars is provided by a joint airport commission and a group called Friends of the airport. The annual budget is approximately \$90,000.00 and the runways and a 100 low lead self-service fueling system are maintained through a contracted arrangement with the Town of Gibraltar.

### Parks, Cemetery & Chambers Island

The township owns about 12 properties (see 4. Recreation and Public Amenities) encompassing approximately 80 acres. This includes Blossomberg Cemetery inside Peninsula state park and a lighthouse park on Chambers Island. All properties are serviced by the public works staff. Chambers Island is an island named in honor of Col. Talbot Chambers, is a 2,834-acre (4.428 sq. mi.) island in Green Bay, about 7 miles (11 km) off the coast of the Door Peninsula, near Gibraltar, Wisconsin. It is part of the Town of Gibraltar in Door County. The Chambers Island Lighthouse Park is township owned and fire services are provided by the township to the residents of the island which is privately owned by a number of different persons and corporations.



# 9. FINANCIALS

## Financials 2018-2021

EXPENSES	2018	2019	2020	2021
General Gov.	\$489,979.0	\$511,014.	\$786,865.	\$1,014,541
Public safety	\$424,436.0	\$450,074.	\$472,502.	\$510,547.0
Public Works	\$994,259.0	\$728,885.	\$477,400.	\$524,200.0
Health & Human Ser.	\$7,115.00	\$6,415.00	\$5,840.00	\$4840.00
Culture/Rec/Education	\$384,583.0	\$424,460.	\$542,627.	\$487,900.0
Debt Service	\$625,055.0	\$891,783.	\$935,000.	\$932,874.0
Conserva. & Develop	\$180,442.	\$162,573.	\$168,813.00	\$128,403.00
Capital expense	10,000.00	0000.00	0000.00	0000.00
Airport	\$86,425.00	\$88,725.0	\$90,925.0	\$95,425.00
<b>Total Expenses</b>	<b>\$3,202,300</b>	<b>\$3,363,929</b>	<b>\$3,489,533</b>	<b>\$3,698,730</b>
<b>REVENUES</b>				
Town Levy	\$1,893,979	\$2,174,614	\$2,228,248	\$2,521,636
Room Tax and Managed forest			\$227,000.	\$183,000.
Intergovt. Revenues	\$396,660.	\$427,612.	\$264,095.	\$251,205.
Licenses and permits	\$39,443.	\$44,874.	\$45,724.	\$44,824.
Fines and Forfeitures	00.00	00.00	00.00	00.00
Public charges	\$398,534.	\$382,218.	\$328,426.	\$427,351.
Intergovt. Charges for service	000.00	000.00	\$500.00	\$500.00
Interest on investment	000.00	000.00	000.00	000.00
Miscel. Revenue	\$47,496.00	\$47,986.00	\$50,690.00	\$49,790.00
Funds applied to Levy	00,000.00	00,000.00	00,000.00	\$125,000.
Money Carryover	\$74,755.00	\$97,900.00	\$163,000.0	
Bond Proceeds	000.00	000.00	000.00	000.00



# 9. FINANCIALS (CONT.)

CIP transfer	\$265,000.	00,000.00	00,000.00	00,000.
Loan Proceeds	00,000.00	00.000.00	00,000.00	00,000.00
Airport fund	\$86,425.	\$88,725.	\$90,925.	\$95,425.
<b>Total Revenue</b>	<b>\$3,202,300.</b>	<b>\$3,363,929.</b>	<b>\$3,489,533.</b>	<b>\$3,698,730.</b>

## Future Capital Projects

PROJECT NAME	COST	YEAR
Wayfinding	\$150,000.00	2022
Old Downtown	\$2,000,000.00	2023
Fish Creek Restoration	\$2,000,000.00	2022
Multi Modal Trail NH	\$100,000.00	2021
Land Acquisition	\$5,000,000.00	2023
<b>TOTAL</b>	<b>\$9,250,000.00</b>	

## Major Challenges and Opportunities:

- Communications
- Organizational Planning
- Operational Leadership
- Capital Project Execution
- Local Zoning
- Economic Development
- Smart Housing & Development
- Long-Term Capital Funding

# 10. TOWN ADMINISTRATOR JOB DESCRIPTION

## TOWN ADMINISTRATOR TOWN OF GIBRALTAR JOB DESCRIPTION

**TITLE: TOWN ADMINISTRATOR**

**SUPERVISOR: TOWN BOARD**

**PURPOSE OF THE POSITION:** This position is a high-level professional position which requires sophisticated knowledge of government operations and administration. The person in this role is generally responsible for administering Town services and operations within the guidelines and requirements of Wisconsin Statutes and adopted Town budgets, policies, ordinances and resolutions. The person filling this role must have the ability to support a governing body, and effectively work to implement the policies of that body. The work is performed in an office setting, but also at public meetings, businesses, at the residences and business places of constituents, and in public buildings.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned:

- Provide professional staff support to the Town Board in its policy-making functions, including providing informational support at Town meetings and public hearings
- Supervise the Town administrative office and other staff to assure that public services are provided in a timely, cost-effective and high-quality manner
- Provide supervisory support and management to the public works department
- Assist property owners with land divisions, CSMs, rezones, Conditional Use Permit (CUP), etc.
- Prepare agendas, attend and take minutes of Plan Commission meetings
- Assist the Clerk/Treasurer in preparing Town Board meeting agendas
- Attend all Town Board meetings and take minutes in the absence of the Clerk/Treasurer
- Prepare resolutions, ordinances and policies for consideration by the Town Board and Plan Commission
- Ensure the Town website is current and maintained in a professional manner
- Prepare and facilitate ongoing communications programs with residents and guests of the Town
- Lead the grant writing efforts on behalf of the Township
- Prepare and mail Public Hearing notices
- Represent the Town to the public, before other units of government, in business matters, and in economic development
- Develop and revise proposals for Town ordinances and policy with Town legal counsel, discovering instances where Town ordinances require updating or creation to be compatible with state statutes
- Negotiate on behalf of the Town for intergovernmental and contracted services when authorized by the Town Board
- Develop and maintain an orientation program to prepare new board and commission members for their duties and responsibilities
- Keep informed concerning current federal, state and county statutes and ordinances affecting the Town and submit appropriate reports and recommendations to the Town Board

# 10. JOB DESCRIPTION (CONTINUED)

## **(ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED)**

- Serve as primary staff contact to Town legal counsel, engineer and other contracted services
- Establish and maintain procedures to facilitate communications between Town residents and the Town Board
- Serve as purchasing agent for the Town assuring all purchases and contracts for supplies and services are in accordance with purchasing procedures established by the Town board
- Prepare requests for proposal (RFPs) for contract services as needed
- Maintain complete and current personnel records, including specific position descriptions, for all Town employees
- Ensure that all position descriptions are consistent with state and federal statutes
- When appointed by the Clerk/Treasurer, fulfill the duties of Deputy Clerk and Deputy Treasurer as needed

## **KNOWLEDGE OF:**

- Accounting and financial management, including governmental accounting principles
- Personnel management and human resources issues, including effective supervision of subordinate staff
- Public works and public construction project related issues
- Public safety issues with an emphasis on fire & police protection
- Personal computers and software programs; including Microsoft Word, Excel, and Publisher; QuickBooks, Workhorse and internet browsers
- Zoning regulations and related issues

**REQUIREMENTS:** The position requires a great deal of public speaking (30 percent of the time); high mobility (70 percent of the time); operation of computers (90 percent of the time); and ability to interact with data maintained by the Town and other agencies and entities, much of which is in written form (100 percent of the time).

**ABILITY TO:** Communicate effectively with general public, staff, Town Board, commissions and committee members both orally and in writing. Work independently and productively to implement the agenda of a government body. Handle deadlines, time pressure, confrontational situations, and stress and subordinate own ideas and recommendations to the adopted policy of the governing body.

**DESIRED QUALIFICATIONS:** An undergraduate degree in public administration, business administration, or management or equivalent experience. 5-7 years of experience in a staff position in a local government or nonprofit setting providing support to a board of elected officials or directors.

Must be Bondable.

Previous supervisory experience preferred.

Valid driver's license and clean driving record.

**WORK ENVIRONMENT AND WORKING CONDITIONS:** Work is generally performed in an office environment, however travel to different locations in the township will be required. Work is usually performed while seated at a desk. Work is frequently performed using a computer and peripheral equipment. Travel throughout the township and state wide to represent the township will be required.