



Town Administrator Rome, Wisconsin

Position Profile



Public Administration Associates



The Community

The Town of Rome, WI (Pop. 3,025) located in the northwest corner of Wisconsin's scenic Adams County. It's part of the larger Wisconsin Rapids Metropolitan Area and is known for its scenic natural beauty, outdoor recreation opportunities, and tranquil environment. The town is situated in a region characterized by lakes, forests, and rolling terrain, making it a popular spot for outdoor enthusiasts, particularly those interested in boating, fishing, hiking, and wildlife observation.

The area is home to several notable lakes, including Lake Petenwell and Lake Camelot, which are two of the largest lakes in the state. These lakes provide ample recreational activities like fishing, swimming, and water sports, drawing visitors during the warmer months. In addition to its natural attractions, the town is also known for its rich history and community spirit. Residents enjoy a quiet, country lifestyle while still having access to larger cities for work and amenities.

The Town of Rome has a mix of seasonal homes and year-round residences, making it a popular destination for vacationers and retirees. The community is served by a variety of local businesses, including those offering services for outdoor recreation, dining, and accommodations. It is also home to several parks and green spaces that encourage outdoor activities.

The town has a lively commercial area with the focal point being the Rome Town Center. This planned 250-acre development, is designed to attract businesses with its strategic location along State Highway 13, a major north-south corridor. The Town Center offers land for retail, light industrial, and residential development, including apartments. The town is actively working to attract businesses and developers to the area. Located halfway between Minneapolis and Chicago the Town is 40 miles to the Wisconsin Dells Recreational area, 90 miles to Madison, 2 hours to Green Bay, WI and 2.5 hours to Milwaukee, WI. The town encompasses approximately 62 square miles and consists of various land uses including single family, farm sites, commercial, institutional and government facilities, and recreation. The local economy is supported in large part by tourism.

Schools

Rome is part of the Nekoosa School District which includes Humke Elementary School (PK-3), Alexander Middle School (4-8), and Nekoosa High School (9-12). Additionally, the district offers options like the Central Wisconsin STEM Academy (6-8) and Nekoosa Academy (11-12) for alternative learning.

Medical Facilities

Two medical clinics are located in Nekoosa (15 minutes) and Aspirus Hospital in Wisconsin Rapids (20 minutes) is a 44-bed, level III trauma center. Additionally, 3 dental offices are located in Nekoosa.

Economic Development

The Town of Rome actively encourages economic development through its Community Development Authority (CDA) and by focusing on the Rome Town Center and Alpine Village Business Park. The Town collaborates with the Adams County Economic Development Corporation, Chamber of Commerce, Rome Business Alliance, Wisconsin Economic Development Corporation, Wisconsin Housing and Economic Development Authority. Rome has several ongoing projects, including:

- Rome Town Center. A planned development designed to accommodate commercial, light-industrial, along with multi-family and senior living facilities in a pedestrian friendly environment anchored by the Mixed Town Centre that contains a diverse blend of office, commercial and residential uses. Numerous planned improvements are funded through TID No. 1.
[A link to the full project plan is found HERE](#)
- Visit Rome, WI: The Town developed a strategic plan in 2019 to capitalize and coordinate the various tourist attractions in the area and Visit Rome, WI (www.visitromewi.com). Visit Rome receives Room Tax revenue from the Town of Rome as well as coordinate marketing and projects with the Town Board.
- Short Term Rentals: The abundance of Short-term Rentals (STR) in the Town prompted the Town Board to adopt an ordinance regulating SRT's including requirements to obtain a conditional use permit and license and collect room tax.
- Solar Array Project: In 2023, NextEra Energy proposed construction of a 200-megawatt, \$250 million solar panel array near Lake Camelot. The Town retained an attorney to monitor project approvals through the Public Service Commission and represent the Town's position. The Town Administrator will participate in this approval process.



The Position

The Town of Rome, WI is seeking a dedicated, innovative and community-focused Town Administrator to lead this vibrant and growing community. Starting salary range is \$100,000-\$130,000 DOQ plus an excellent benefit package. The Town Administrator oversees the daily business affairs of the Town including supervision and oversight of all departments and staff. Appointed by the Town Board, consisting of 4 Supervisor and a Chairperson, the Town Administrator plays a key role in budget development & management, project coordination, personnel oversight, economic development and provides leadership in policy implementation and planning for the Town.

[A full position description may be found here.](#)



Key Initiatives & Projects

The Town of Rome is widely recognized for its natural and developed recreational opportunities, making it a destination for golfers, water enthusiasts, snowmobiling, miles of trails for hiking, biking, ATV/UTV as well as a motor-cross track (Dyracuse Recreational Park); all of which attract thousands of visitors year-round. Tourism is big industry in the Town of Rome. Accordingly, Tax Increment District No. 1 (Tourism TIF) was created in 2015 to fund a variety of recreational attractions as well as provide for the development of lodging, restaurants, shops and other commercial accommodations.

There are 4 lakes in the Town of Rome (Lakes Arrowhead, Camelot, Petenwell & Sherwood) that the Town Board actively coordinates and partners with private and public entities to assist with restoration and improvement projects. In 2024, the Town received a Lake protection Grant from Wisconsin DNR for trail improvements, signage and habitat restoration projects.

In 2024, the Town engaged Public Administration Associates to conduct an Organizational Review of the Town's plan initiatives including the status of Town resources allocated to service the resident and the growth the community has been experiencing.

[A full copy of the Organizational Review may be accessed HERE.](#)

The new Town Administrator will lead a dynamic portfolio of initiatives, including:

- Significant investment and improvements in the Town's Road and Stormwater infrastructure;
- Improved coordination and planning with the Town Water Utility;
- Continued improvements to the Dyracuse Recreation Area, an 847-acres ATV & motocross park with extensive trails;
- Manage planned improvements to the Rome Town Center;
- Update and Implement key recommendations and objectives from the 2016 Comprehen-



Budget & Workforce

The 2025 budget of \$13,502,691 consists of the following:

- General Government - \$2,338,061
- Public Safety - \$1,836,627
- Public Works - \$4,216,520
- Health & Human Services - \$22,217
- Culture, Recreation & Education - \$531,546
- Conservation & Development - \$1,511,613
- Debt Service - \$2,083,803
- Capital Outlay - \$962,374
- Water Utility (Enterprise Fund) - \$1,143,164

As of December 31, 2024, \$12,257,856 in outstanding debt exists; however, almost 85% of debt service is funded with TID No. 1. The Town has an unassigned fund balance of \$2,060,705 or 28% of its general fund budget.

[The 2025 budget presentation may be viewed HERE.](#)

The Town of Rome has a AAA bond credit rating.

Staffing includes 26 full-time equivalents plus 60+/-seasonal staff. The number of employees by department are as follows:

- Administrative Offices 6 full-time (Administrator, Clerk, Deputy Clerk, Finance Director-Treasurer, Zoning Administrator and Administrative Associate)
- Municipal Judge & Court Clerk
- Public Works, Parks Department & Water Utility- 6 full-time plus 16 seasonal
- Police 7 full-time and 10 part-time
- Library 1 ft and 3 part-time
- Fire/EMS 1 full-time and 28 paid-on-call staff.

[See Organizational Chart](#)



Municipal Organization

Elected officials includes the 5-member Town Board consisting of 4 Supervisors and a Chairperson, elected on a staggered non-partisan basis for two-year terms.

The Lester Public Library of Rome is located in the City of Nekoosa with a staff of 5, open 5 days a week: 30 hours per week.

The Town of Rome Fire Dept, headquartered in the Rome Municipal Complex serves the Township with a full-time Chief and 28 paid on call fire fighters & EMT's. The Town appointed a Police & Fire Commission to administer personnel matters.

The Town of Rome Police Department headquartered in the Rome Municipal Complex serves the Town with the Police Chief, 6 full-time officers and several part-time officers. The Adams County Sheriff's department supplements the locally provided service.

Rome water utility serves 58% of the Township (approximately 1750 customers). A Superintendent and Operator are employed by the Utility.



Qualifications and Ideal Candidate Profile

Education: 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 skills required.

Experience: The successful candidate must demonstrate a verifiable record of past accomplishments in the following areas: community development/planning, budget development and financing, including redevelopment and capital financing, and the ability to effectively manage contracts and projects. The successful candidate should possess a high level of both personal and professional integrity, be a strong team builder and innovator, have acute listening skills, a collaborative leadership style and be able to work harmoniously with elected officials including other governmental entities.

Skills:

- Strong listener with excellent team building attributes.
- Ability to multi-task with good follow up and attention to detail.
- Financial management acumen with knowledge of a variety of economic development tools
- Innovative thinker, with ability to interact effectively with the public, contractors, developers and elected officials.



How to Apply

If you're looking for an opportunity to make a lasting impact in a growing community, the Town of Rome offers the perfect setting to put your skills to work while enjoying the natural beauty of central Wisconsin.

Send cover letter, résumé, references, and salary history via email (with email subject: Town of Rome Search, in a single PDF, by 3:00 p.m. CST on **August 18, 2025**).

Attn: Shawn Murphy

E-mail: smurphy@public-administration.com

Phone: 608-370-1663

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

For more information, visit the town of Rome website: <https://romewi.gov>