



500 Genesee Street, Delafield WI 53018

EMPLOYMENT OPPORTUNITY CLERK - CITY OF DELAFIELD

The City of Delafield (pop. 7,141), located in Waukesha County, WI, is seeking to fill the position of City Clerk. The City is seeking candidates that are enthusiastic about the municipal clerk profession and local government. The ideal candidate will possess excellent leadership, teamwork, and management skills and have experience in governmental functions required as either a municipal Clerk or Deputy Clerk, with a minimum of five years of experience in either role and have experience supervising staff.

A successful candidate must hold one of, or a combination of, certificates from WMCA and/or IIMC or will be attaining said certification designation(s) within one year of hiring. Also, must be certified by the Wisconsin Elections Commission to run elections and have experience using WISVOTE.

High School graduation or GED equivalent required. The ideal candidate will also have additional specialized college/technical course work in areas such as records management, communications, and human resources. Bachelor's Degree in Business Administration, Public Administration, Communications, Human Resources, or related field highly desirable.

Individual must be detail oriented and demonstrate core administrative skills, customer service skills, communication skills (both verbal and written), management skills, and interpersonal skills. Also required is knowledge of statutory duties related to the Clerk's office, the functions and organization of municipal government, as well as strong computer and public relations skills. Duties include, but are not limited to, managing elections, liquor licensing, preparing agendas, ePackets, attending night meetings, taking minutes, serving as staff liaison to the Park & Recreation Commission, drafting and processing resolutions and ordinances, social media communications, records management, budget planning and management, organization, coordination, and other duties as assigned by the City Administrator or required by State Statutes and local ordinances.

The City Clerk oversees three full-time employees. The position offers an excellent benefit package including participation in WRS; health, dental, vision and life insurances; and sick, personal and vacation time. This is an exempt position with an annual salary range of \$55,000 to \$74,000, dependent on qualifications. The City of Delafield is an Equal Opportunity Employer.

City employment application required. Application form can be picked up in person or found on the City's website at www.cityofdelafield.com. For a full job description, go to the "News Flash" section of the City of Delafield website. Please mail, drop off or email your cover letter, resume, application form and five professional employment references to:

Thomas Hafner, P.E.
City of Delafield Administrator/Public Works Director
500 Genesee Street
Delafield, WI 53018
thafner@ci.delafield.wi.us
(262) 303-4626

To ensure consideration, all required materials shall be received by 4:30 PM on Wednesday January 24, 2018. Submittals made after the deadline may be considered until the position is filled.