

## VILLAGE OF MUKWONAGO CLERK-TREASURER

Are you ready to join an innovative, progressive and continuously improving and growing municipality as a member of its Executive Leadership Team?

The Village of Mukwonago, Wisconsin is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the role of Village Clerk-Treasurer.

Critical primary functions of this opportunity include, but are not limited to, directing the professional level administrative services provided to the Village Board and various Boards, Committees, and Commissions, attending all Village Board, Committee of the Whole, and Plan Commission meetings in capacity as secretary and parliamentarian, administering municipal elections, overseeing records management, administering municipal licensing, and implementing effective communication and customer services strategies for the Village. As a leader within our organization, the ideal candidate will also be comfortable and willing to drive evolution of process while working as an agent of change.

The leading candidate will possess technical skills as well as the energy, motivation, and positive attitude needed to initiate organizational efficiencies and drive continuous improvement. Previous municipal Clerk experience and experience administering and conducting elections in Wisconsin are highly desirable.

The following qualifications are required:

- Associate of Arts in finance or business accounting, finance, economics, business administration, public administration, or related degree, Bachelors desirable, and computer technology courses and/or experience desirable; or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Certification as a Wisconsin Certified Municipal Clerk (WCMC) and/or International Institute of Municipal Clerks Certified Municipal Clerk (CMC) preferred.
- Thorough knowledge in the current Statewide election and voter system.
- Thorough knowledge of the function and organization of municipal government and of the workings of the Village Board.
- Knowledge of the general laws and administration policies governing municipal financial practices and procedures of accounting and budgeting in government.

The salary for this exempt position is dependent upon qualifications and experience and will range between \$59,859 and \$80,810 annually.

Application and job description may be obtained at the Village Hall, 440 River Crest Ct., Mukwonago, WI 53149, (262) 363-6420, Option 4, or at [www.villageofmukwonago.com](http://www.villageofmukwonago.com). Application and resume must be received by 5:00 p.m. on Thursday, February 8, 2017, and should be directed to: John Weidl, Administrator/Economic Development Director, Village of Mukwonago, P.O. Box 206, Mukwonago, WI 53149, [jweidl@villageofmukwonago.com](mailto:jweidl@villageofmukwonago.com).

**Equal Opportunity Employer**