

## POSITION ANNOUNCEMENT

### VILLAGE OF PARK RIDGE SEEKS CLERK/ TREASURER

The Village of Park Ridge seeks an individual with financial and administrative skills to oversee all the administrative duties of the Village. The position will be filled by appointment of the Village Board.

Park Ridge is a beautiful community of approximately 500 residents located next to Stevens Point, WI, in lovely Portage County, WI. UWSP, the Wisconsin River, and the Green Circle are some of the many attributes our area offers.

The position involves working with the Village Board, our Fire Department and residents on a variety of administrative functions. The Village seeks a person with experience in business management, finance or accounting, plus experience in a municipal setting. Well-honed computer skills, including Word, Excel, accounting software, and related office applications are a must. Experience with the Wisconsin statutes and election law preferred. Municipal government experience also preferred. Excellent communication skills and diplomacy in dealing with the public essential. This is a salaried part-time position with great flexibility. Approximately twenty (20) hours per week, depending on weekly requirements. Salary range is \$18,000 to \$22,000 annually DOQ.

Please forward application, resume and salary history no later than April 21<sup>st</sup>, 2017 at 4:30 pm to: Clerk/Treasurer Search, Village of Park Ridge, 24 Crestwood Drive, Stevens Point, WI 54481. Or submit it electronically to [VillageofParkRidge@gmail.com](mailto:VillageofParkRidge@gmail.com).

The Village of Park Ridge is an equal employment opportunity employer and encourages all qualified applicants to apply. More information about Park Ridge can be found at <http://park-ridge.us/>