



Employment Opportunity Village of Williams Bay

Situated on the shores of Geneva Lake, the Village of Williams Bay (Pop 2576) is seeking a full time experienced individual to fill the position of municipal clerk. Responsibilities include but are not limited to: election administration, agendas and minutes, licensing and permits, records management, responding to public records requests, ordinance management, maintaining the Village's website, board of review and attending evening committee and board meetings.

Applicants are preferred to possess an Associates or Bachelors degree and must have a minimum of three (3) years of related experience in office operations, administration and public service. Previous municipal clerk experience is required. The ability to multi-task, deliver superior customer service, critically think, solve complex issues and interact in a small fast paced office setting, while being computer proficient are required. This position reports to the Village Administrator. A competitive wage and benefit package will be provided to a candidate who meets the above criteria. Please submit a cover letter, resume, five references and Village Employment Application to:

James R. Weiss
Village Administrator
P.O. Box 580
Williams Bay WI 5319
or jweiss@williamsbay.org

This position is open until filled with first review being December 1, 2017.
Applications are available at williamsbay.org.