

**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 able to work with staff, citizens, and village officials conducting Statutory duties of the Clerk's office during this economic development renaissance

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 required.

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 \$60,913 to \$82,232 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. Application and resume will be accepted until Friday, June 21, 2019, and should be directed to: John Weidl, Administrator/Economic Development Director, Village of Mukwonago, 440 River Crest Court, Mukwonago WI 53149, jweidl@villageofmukwonago.com.

Position open until filled.

Equal Opportunity Employer