

VILLAGE ADMINISTRATOR, CLERK/TREASURER
Village of North Prairie, Wisconsin

JOB POSTING

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a dynamic and proven, civic-minded public servant to fill the role as the Village's first Administrator/Clerk/Treasurer. This position is the chief administrative officer for the daily operation of the Village, appointed by the Village Board, and reports directly to the Board of Trustees and Village President.

Responsibilities of the position include those listed in the Wisconsin State Stats. §61.25, election administration, human resources, payroll, insurance, agenda and board packet preparation, attendance and record keeping at meetings, records management, permits and licensing, open records requests, and compliance with the open meetings law. Other functions of the position include, but are not limited to, processing variance requests, posting public hearing notices, website maintenance, tax collection, and providing excellent customer service to residents and the public.

The successful candidate shall have experience working in municipal government or a related field, hold certification as a WCMC or IIMC or the ability to become certified within one year; a bachelor's degree in public administration is preferred. The candidate must also possess excellent communication and computer skills, a strong interest in the public sector and customer service, have experience with municipal clerk and treasurer's duties, and must perform well under pressure and meet deadlines.

The Village offers a generous benefit package and the position's starting salary range is \$85,000 - \$100,000, dependent on qualifications. Benefits include paid time off, a 6% contribution to state retirement fund, insurance stipend, life insurance and paid federal holidays.

Interested candidates should submit a cover letter, resume, and three (3) references to the Deb Hall, Chairperson of the Personnel and Policy Committee, by email to deborah.hall@northprairiewi.gov.

Open until filled. The first review of applications will occur on July 23, 2023 at 7:00 a.m.

Full job description may be found on the Village of North Prairie website at www.northprairie.net

Equal Opportunity Employer

Position Objectives:

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a dynamic and proven, civic-minded public servant to fill the role as the Village's first Administrator/Clerk/Treasurer. This position is the chief administrative officer for the daily operation of the Village, appointed by the Village Board, and reporting directly to the Board of Trustees and Village President.

The leading candidate will possess the following:

- Bachelor's degree in public or business administration or finance or a related field. Five or more years of business or government experience with two years of public sector management experience is preferred.
- At a minimum, an Associate degree in Public Administration, Business Administration, Finance, Accounting, or related field.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education, will fulfill the requirements for education.
- ICMA Credentialed Manager status is preferred.
- Certification from Wisconsin Municipal Clerk's Association.
- Training from the Wisconsin Election Commission (WEC) on election administration and WISVOTE and ability to oversee all aspects of the election process, from voter registration to ballot tabulation, ensuring a smooth and secure election experience.
- A strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook, etc.) and the ability to learn and adapt to new software programs utilized by the Village
- Experience with Sage highly preferred.
- A strong finance background including a sound knowledge of budget development and capital improvement planning.
- Exceptional budgeting, strategic planning and organizational skills as well as the ability to maintain positive relationships with other units of government and Village stakeholders.
- Extensive knowledge of and practice in modern local government; ability to work closely with residents, elected officials, business and community leaders, and employees, to continually enhance the quality of Village services.
- This individual must also be a self-starter and one who doesn't mind working independently or with several members in a small team environment.
- Professional and engaging communication skills with a collaborative leadership style with a proven track record of creating and maintaining positive workplace cultures in the organizations they have served.
- A team-oriented management style that encourages opportunities for innovation while fostering accountability and organizational leadership

- Ability to retain confidentiality of town employment, personnel, and financial matters.
- Serve as the official record keeper for the Village, safeguarding all documents and facilitating public access in accordance with open records laws.
- Issue licenses and permits in a timely and efficient manner, providing exceptional customer service to residents and businesses.
- Prepare legal notices for publication, keeping the community informed of important government activities.
- Hold a Notary Public, or obtain within three (3) months of hire.
- Ability to successfully complete a comprehensive background investigation including driving, criminal and financial history.
- Must be bondable.
- Nighttime hours required for Board meetings.
- Be a U.S. citizen and have access to personal transportation for Village business.

Benefits:

The Village of North Prairie offers a competitive benefits package for this exempt, non-represented position, which include the following:

1. Hiring salary range of upon qualifications and experience and will range between \$85,000.00 to \$100,000.00 annually, dependent on qualifications and experience.
2. Insurance Stipend.
3. Employer contribution of 6.0% to WDC property (Wisconsin Deferred Compensation).
4. \$25,000.00 life insurance policy paid for by the Village.
5. Short-term disability policy paid for by the Village.
6. Beginning PTO of 10 days for the first and second year.
7. Paid Federal Holidays.

More Information:

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Open until filled. The first review of applications will occur on **July 23, 2024 at 7:00 a.m.**

Confidentiality must be requested by applicant but cannot be provided for those candidates who are selected as finalists.

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