



## **Assistant Administrator / Clerk**

The Town of Cedarburg (pop. 6,180), located in Ozaukee County, WI, is seeking to fill the position of Assistant Administrator/Clerk, a regular full-time position. This role is integral to the overall operations, and the selected candidate will gain a breadth of experience across several departments including planning/land use, clerk, budgeting, capital planning, and intergovernmental cooperation.

### **Position Overview, Skills & Abilities**

The candidate will serve as a key member of our team, fulfilling duties of the Town Clerk as set forth in the Wisconsin Statute 60.33, along with assistance from the Deputy Clerk to accomplish those tasks. The ideal candidate will possess a well-rounded education and skillset to support Town Administration including: land use planning, managing Town social media communication, website & newsletter, respond to questions on topics to a variety of audiences, have the ability to maintain confidentiality of information encountered in the course of employment, and understand a variety of financial, legal and technical materials.

Work requires the exercise of initiative, independent judgment, supervision, and discretion in handling delegated administrative tasks and the performance of various clerical duties. Work requires a high attention to detail and meeting legal and procedural deadlines. The ideal candidate will have strong organizational and time management skills, be able to multi-task, interact effectively with the public, set priorities, meet deadlines, and process information logically.

### **Training & Experience**

A bachelor's degree from an accredited college or university in public administration, planning, finance, political science, public policy, or other related field required. Supervisory experience is preferred. Candidates with an equivalent combination of training and experience which provides the required knowledge, skills, and abilities will also be considered. Wisconsin Certified Municipal Clerk (WCMC) status is preferred. If the applicant does not possess Wisconsin Certified Municipal Clerk status, the ability to obtain that within a 4-year period is required.

### **Salary & Benefits**

This position's starting salary range is \$60,000 - \$70,000 DOQ. An excellent benefits package is available and includes health and life insurance, HRA program that reimburses \$2,000/single & \$4,000/ family deductible and copays, paid holidays, paid time-off, sick time, deferred compensation program, and membership in the Wisconsin Retirement System.

### **How to Apply**

Interested candidates should forward a cover letter, resume, and five professional employment references along with a completed Town employment application. The specific job functions,

duties, requirements, and physical demands of the position can be found in the job description, which is available on the Town website [www.townofcedarburgwi.gov](http://www.townofcedarburgwi.gov). Applicants will be subject to a background check.

Employment applications are also available at the Cedarburg Town Hall, 1293 Washington Avenue, Cedarburg, WI 53012.

Submit Applications to:

Eric Ryer - Town Administrator – Town of Cedarburg

1293 Washington Avenue

Cedarburg, WI 53012

[eryer@townofcedarburgwi.gov](mailto:eryer@townofcedarburgwi.gov)

(262)377-4509

The application period is open until filled.