



Assistant Administrator / Clerk

The Town of Cedarburg (pop. 6,180), located in Ozaukee County, WI, is looking for our next Assistant Administrator/Clerk, a regular full-time position. This leadership 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, completing Clerk duties with assistance from the Deputy Clerk. The position is flexible, with the candidate being able to focus on areas of individual strength that could include land use planning, capital planning and budgeting, website and communications, human resources, and various studies. The Town is staffed with planning consultants for more complex applications to assist the Administrator and Assistant Administrator/Clerk.

Work requires the exercise of initiative, independent judgment, supervision, and discretion in handling confidential matters. 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 a plus. 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 - \$80,000 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. 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

(262)377-4509

The application period is open until filled.