
THE VILLAGE OF
SHOREWOOD, WISCONSIN



CLERK-TREASURER

The Village of Shorewood is seeking to fill Clerk-Treasurer.

This key management position requires strong knowledge and experience in managing the statutory State of Wisconsin requirements of the Clerk and the Treasurer, including conducting municipal elections, issuing permits, legal noticing, keeping records of proceedings, overseeing Board of Review, maintaining official public documents, billing and collection of taxes and administering payroll records. Proficiency in MS office applications, Adobe Acrobat, SVRS, GCS are critical.

Minimum qualifications include bachelor's degree in business or Public Administration, with 3-5 years of experience in executing the statutory requirements of the Clerk and Treasurer, or an equivalent combination of education and experience.

Salary range \$62,000-\$78,000 annually.

Shorewood is a unique and pedestrian-friendly urban village styled in the European tradition. We are a dense, walkable community of approximately 1.5 square miles. Shorewood is the first suburb north of the city of Milwaukee on the shores of Lake Michigan - bordered by Lake Michigan on the east, the Milwaukee River on the west, and the Village of Whitefish Bay to the north. The Village was originally incorporated in 1900 as the Village of East Milwaukee, making Shorewood the fourth oldest suburb in the Milwaukee area. The name of the Village was changed to Shorewood in 1917. Shorewood is a great place for families as well as active singles and seniors. Residents take advantage of numerous community attractions that are convenient and within walking distance.

Shorewood - At the Edge of the City and the Heart of Everything

Shorewood's convenient location is just minutes from downtown Milwaukee. Our close proximity to numerous cultural, civic and other attractions, along with educational institutions and sports venues, make Shorewood an attractive place to work.

All inquiries relating to the Clerk-Treasurer position are to be directed to the attention of the Village Manager.

TO APPLY:

Send resume and cover letter to Village Manager M. Chris Swartz at cswartz@villageofshorewood.org

Shorewood is an equal opportunity employer.