

Village Clerk-Treasurer
Village of West Baraboo, WI

The Village of West Baraboo is accepting applications for a full-time position of Village Clerk-Treasurer.

The successful applicant will be responsible for the duties of the Village Clerk-Treasurer under Wis. Stat. §§ 61.25 and 61.26. The position oversees the following:

Management and administration of Village finance operations including significant involvement in development of the municipal budget and regular reporting to elected and appointed officials on the status of municipal revenues and expenditures; collection, disbursement, investment and accounting for all Village revenue and expenses; management and administration of all insurances and employment payroll and benefit programs; issuance of municipal licenses and oaths; maintenance of all public and personnel records including ordinances, resolutions, minutes, certifications, and personnel files; oversight of municipal election processes; coordination with elected and appointed officials on development and posting of information necessary for and legal notice for public meetings; supervision of Village clerical employees; and effective coordination with Village employees, the public, Village consultants, and elected and appointed officials.

A copy of the full job description is available with the job application.

The preferred candidate must have a high school diploma or equivalent and an Associate's Degree in a field related to Clerk-Treasurer duties. A Bachelor's Degree in a related field is preferred. The candidate must have the ability to become a certified Wisconsin Clerk and a certified Wisconsin Treasurer by completing the three-year courses for these designations. Education and experience or a combination of both which provides equivalent knowledge, skills and abilities to the above may be acceptable.

The Village of West Baraboo provides a comprehensive benefit package including paid vacation, sick leave and holidays; health and life insurance coverage; and participation in the Wisconsin Retirement System. The salary will be based on experience and qualifications, with an anticipated salary of between \$45,000 and \$52,000.

A job application and job description may be obtained at the West Baraboo Village Hall, 500 Cedar St, Baraboo, WI 53913, or on the Village website: <http://villageofwestbaraboo.com/>.

A completed job application should be mailed to: Village President, Village of West Baraboo, 500 Cedar St., West Baraboo, WI 53913, or delivered to Village Hall.

Applications are due by February 21, 2020 by 4:30 p.m. Incomplete or untimely applications will not be considered.

The Village of West Baraboo is an equal opportunity employer