

Administrator/Clerk/Treasurer, Village of Merrimac

The Village of Merrimac is seeking a Village Administrator/Clerk/Treasurer with a desired start date as soon as possible. The Administrator reports to the Village Board, administers the Village's water and sewer utilities, and also serves as the Clerk, Treasurer, Zoning Administrator, and Human Resources Officer, and other statutory functions. The Village Board looks to the Administrator for analysis and recommendations on a variety of important matters, while delegating the Village's day-to-day management and operations to the Administrator. The Board seeks an experienced professional with demonstrated proficiency in infrastructure maintenance and planning, budget development, and public relations; must be an effective leader and have the ability to use a wide variety of computer system applications. Administrator supervises a part-time Deputy Clerk, a Director of Public Works (DPW), and an assistant operator. The small team provides excellent service to the Village's residents. Candidates should have a comprehensive understanding of municipal operations with a commitment to professionally serving our residents. This is a full-time position with starting salary in the range of \$52,000 to \$56,000/year.

Located approximately 35 miles northwest of Madison in eastern Sauk County, Merrimac is a small residential community of 422 residents. The Village is nestled along Lake Wisconsin and is approximately 3 miles from the Baraboo Bluffs and all of the recreational opportunities this beautiful area affords its residents. The Village's combined budget across its four major funds approximately \$650 thousand per year.

Interested applicants should e-mail resumes to: Merrimac@merr.com or send by mail to: Village of Merrimac, 100 Cook St., Merrimac, WI 53561. Phone: 608-493-2122. Resumes will be reviewed as they are received and will be accepted until the position is filled.