

Position Announcement

Municipal Clerk/Treasurer-Manager

Town of Bristol, Dane County WI

The Town of Bristol (population 4,300) is seeking a qualified individual with financial, personnel, and administrative skills and experience to fill the full-time position of Town Clerk/Treasurer-Manager. The position will be filled by appointment of the Town Board.

Qualified candidates will have an undergraduate degree in public administration, business administration, or management or equivalent experience. Minimum of two years experience in a staff position in local government providing support to local elected officials, supervisory experience and Wisconsin Certified Municipal Clerk (WCMC) designation is preferred. Individual must be able to communicate effectively, comprehend and interpret State Statutes and Town ordinances, follow verbal and written instructions, multi-task and work independently. Individuals must have working knowledge of personal computers and software including but not limited to: Microsoft Word, Excel, Outlook, and Publisher. Experience with QuickBooks is a plus.

Salary will be based upon qualifications and experience. The Town of Bristol offers a competitive benefit package including participation in the Wisconsin State Retirement System (WRS), health insurance, holidays, and paid time off.

Please submit your resume and a letter of interest, including salary requirements and references to: Town of Bristol, 7747 County Road N, Sun Prairie, WI 53590, Attention: Clerk/Treasurer-Manager search. The position will remain open until filled, with the first review of resumes taking place on Monday, August 17th. Direct questions to Brandon at 608-837-6494 or via email to bristolclerk@bristoltownhall.com.

The Town of Bristol is an equal employment opportunity employer and encourages all qualified applicants to apply.