



**CITY CLERK  
CITY OF WAUWATOSA, WISCONSIN**

**City Clerk, Wauwatosa, WI (pop. 47,800).** Progressive, mature, and full-service suburb of Milwaukee, Wauwatosa is located on the banks of the Menomonee River and home to Milwaukee County's Regional Medical Center, Milwaukee County Research Park, and Mayfair Mall. The City's recently revitalized historic "Village" area serves as one of several neighborhoods that add to the charm, vibrancy and neighborliness of the community. The City seeks an experienced public service professional for its next City Clerk.

The Clerk oversees a robust set of responsibilities including record management, the recording and reporting of all city proceedings and documents, licensing and permits, as well as the handling of federal, state and local elections taking place within the City. The Clerk manages a full-time staff of four, three election custodians and dozens of poll workers, and an operating budget of about \$640,000.

The next City Clerk must have a demonstrated track record in election management, effective customer service, team building, and experience working with a variety of stakeholders. In Wauwatosa, 17 elected officials, department heads, the media and the public all rely on accuracy and transparency in the transmission and conduct of the City's business. Comfort working in a collaborative environment is critical.

The position requires:

- A Bachelor's Degree in public administration, business administration or a related field, is desirable;
- At least five years of increasingly responsible public sector administrative experience, including work with elected and appointed officials, citizen committees, and governing bodies;
- Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or as a Master Municipal Clerk (MMC) is highly desirable; and the
- Certification as a Notary Public within six months of employment.

Successful candidates will additionally possess:

- The ability to interact effectively with elected officials, community members, local leaders and City staff;
- The skill to maintain a calm, fair and impartial demeanor in a political environment;
- Adaptability, innovation and political astuteness in dealing with the dynamic expectations of city government and technology;
- Skill in applying contemporary, technological solutions to managing documents and workflow; and
- Demonstrated leadership and supervisory skills.

The position reports to the Director of Administrative Services. The City Clerk is appointed by the Mayor as recommended by the City Administrator, and confirmed by the Common Council. Starting salary range of \$76,405 – \$90,593 (midpoint) +/- DOQ. Candidates should apply by January 11, 2021 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. The City is an Equal Opportunity Employer.