

Due to an upcoming retirement, the Village of Bayside is recruiting for a Director of Administrative Services /Clerk-Treasurer. The current Director of Administrative Services is retiring after 22 years of service with the Village. Primary duties will include serving and fulfilling the responsibilities of the Village Treasurer/Finance Manager, Village Clerk, personnel administration/human resources. The position works in close collaboration and is highly valued member of the Village leadership team and is assisted in responsibility by the Village Hall staff team. The Director of Administrative Services reports to the Village Manager, who is appointed by the Village Board.

Located in the north shore of Milwaukee and Ozaukee County along the beautiful shores of Lake Michigan, the Village of Bayside is a full-service community in southeast Wisconsin with a population of 4,500. The Village operates a regional emergency 911 dispatch center, serving over 65,000 residents and serves as the fiscal agent for the four community North Shore Library. The Village is financially stable and has been recognized locally, nationally, and internationally for its delivery of service and governance. Bayside is known for having excellent schools, and includes both a Village and County park, and numerous qualities and amenities which provide a high quality of life. Bayside is also home to the Schlitz Audubon Nature Center.

The ideal candidate will be: 1) team oriented and highly collaborative, able to build and maintain strong working relationships; (2) an excellent communicator; (3) a creative problem solver with a 'can do' attitude; (4) open to new ideas and opportunities; and (5) a strategic thinker able to identify opportunities and challenges, and plan for the future, yet be task orientated and complete day to day responsibilities.

Qualifications Include: A Bachelor's degree in Public Administration, Accounting or Finance; five (5) years of accounting/finance experience, municipal clerk, human resource, or management/leadership experience, preferably in a municipal setting; or any equivalent combination of education and experience. Professional certifications are highly desirable.

Salary is extremely competitive and dependent on qualifications. Benefits include Wisconsin Retirement System pension program; comprehensive health insurance plan; dental, vision, and life insurance; paid time off, paid holidays, deferred compensation program, flexible spending account, and more.

Please submit cover letter, resume and references to Andy Pederson, Village Manager at apederson@baysidewi.gov. Review of applications and resumes will begin on November 1, 2021 and will continue regularly until the position is filled.