

Assistant Administrative Services Director City of Oak Creek, WI

Assistant Administrative Services Director, Oak Creek, WI (pop. 38,860). At the City of Oak Creek, we're passionate about fostering community engagement and delivering top-tier services to our residents. Located along the western shore of Lake Michigan, Oak Creek is in the midst of a development boom and is one of the fastest growing cities in southeastern Wisconsin. In two decades, the City's population grew over 25 percent, and substantial growth and development is projected into the future. Adding vibrancy and a sense of place to the community, the City's Drexel Town Square features a modern mixed-use development anchored by a civic center plaza, City Hall, and Library facility. The City's elected leadership strategically invests in Oak Creek's future as demonstrated by projects already underway.

The City of Oak Creek is seeking an Assistant Administrative Services Director with strong leadership and management skills to oversee and maintain a high level of customer service for external and internal customers of City services provided by the Service Center. This includes:

- Supervising, scheduling, training and hiring Administrative Support staff;
- Administering internal controls and cash handling procedures for employees who process City funds; and
- Assisting with strategic analysis, decision making, banking transfers, and reconciliation for investment of City funds in accordance with City Policy and State Statutes.
- Supporting the Administrative Services Director with property tax collection and settlement in accordance with Wisconsin State Statute.

The next Assistant Administrative Services Director will be an energetic professional who is approachable and pragmatic. The successful candidate will:

- Be comfortable working in a fast-paced and rewarding environment;
- Possess a passion for public service;
- Have a commitment to high professional and ethical standards; and
- Have an inclusive work style, as well as clear, concise, and open communication skills.

Candidates should also have:

- Associate's degree or comparable work experience in business management, office management, or a similar field;
- Leadership or supervisory skill and experience;
- Five years of increasingly responsible clerical experience in an office setting;
- Experience in a municipality or governmental office setting is highly preferred, with exposure to Treasury and/or Clerk departments desired;
- Any equivalent combination of education and experience.

* A selected candidate must complete the three-year UW Green Bay Treasurer Institute course within five (5) years of hire.

The Assistant Administrative Services Director position has a salary range of \$67,500 - \$87,500. The City's benefit package is competitive and includes:

- Participation in the fully-funded [Wisconsin Retirement System \(WRS\) pension program](#);
- Participation in the [Wisconsin Public Employers Group Life Insurance](#) program, which allows employees to purchase up to five times their annual salary in coverage at a competitive price;
- Employer-sponsored health insurance with the City paying 90% of the premium;
- Employer-sponsored dental insurance with the City paying 100% of the premium;
- Long-term disability (LTD) insurance with the City paying the premium for the first \$27,000 of benefit;
- Paid time off (PTO) starting at 23 days per year;
- Paid parental leave up to 80 hours during a 12-month period; and
- An organization that values flexibility and a healthy work-life balance for you and your loved ones.

Interested candidates should apply by January 10, 2025 by submitting a completed application, cover letter, and resume to www.oakcreekwi.gov/jobs.