

Village Clerk/Treasurer
Village of Johnson Creek, WI (pop. 2,933)

The Village of Johnson Creek is accepting applications for the full-time position of Village Clerk/Treasurer. The Village is seeking a dynamic candidate to join our team serving one of the fastest growing communities in Wisconsin. Johnson Creek has 16 fulltime employees, and a budget of more than \$3.3M. Our population has grown more than 85% since 2000, and we have experienced sustained residential, commercial and industrial growth. The Village is filling this position due to a planned retirement of our current Clerk/Treasurer who has been with the Village for more than 20 years.

The successful applicant will be responsible for duties of the Village Clerk and Treasurer as defined in Wisconsin Statutes and Village Ordinance, and will lead and coordinate the duties of the Deputy Clerk/Treasurer and an Administrative Assistant. Areas of responsibility may include issuing licenses and permits; registering voters; administering elections; coordinating various Committee, Commission and Village Board agendas and minutes; attending Board, Committee, and Commission meetings; maintaining records; preparing property taxes; the Board of Review process; and accounting and financial reporting. In addition to these responsibilities, the Village is particularly interested in candidates that are creative, collaborative, flexible, friendly, and enthusiastic.

Desired qualifications include: Bachelor's degree in business management, accounting, public administration or related field; 3 years municipal experience; 5 years of accounting, bookkeeping or financial-based experience; completion (or in progress) of Wisconsin Municipal Clerk's Institute and Wisconsin Municipal Treasurer's course; experience with open meeting and public records requirements, proficiency with computers, including word processing, spreadsheets, and accounting software; experience administering elections, and experience supervising staff. The Village will consider equivalent combinations of training and experience that provide the necessary knowledge, skills, and abilities.

The Village of Johnson Creek provides a comprehensive benefit package including paid vacation and holidays; health, life and dental insurance coverage; and participation in the Wisconsin Retirement System. Salary will be based on experience and qualifications, with an anticipated salary between \$53,000 – \$58,000.

Residency is important to the Village Board, and is strongly encouraged. A job application and job description may be obtained at the Johnson Creek Village Hall, 125 Depot Street, Johnson Creek, WI 53038, or on the Village website: www.johnsoncreek-wi.us. A completed application along with a resume and three work related references should be mailed to: Village Administrator, Village of Johnson Creek, PO Box 238, Johnson Creek, WI 53038 and are due by 4:00 p.m. January 19, 2017. **Incomplete applications will not be considered.**

The Village of Johnson Creek is an equal opportunity employer