

EMPLOYMENT ADVERTISEMENT

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TOWN OF MUKWONAGO

ADMINISTRATOR-CLERK-TREASURER

Position Overview: The position of Administrative-Clerk-Treasurer of the Town of Mukwonago is to direct and manage the overall performance of the Town's administration, inclusive of all finance, treasurer and clerk responsibilities. He/she is responsible for the supervision and evaluation over all aspects of Town administration including management of personnel and equipment. He/she must exercise superb independent judgment and perform tasks in the absence of supervision while performing all job functions in a courteous and professional manner. The Administrative-Clerk-Treasurer must keep in mind the following objectives to achieve the highest performance of Town governance:

- Supervision of all Town non-elected employees and maintenance of all records.
- Comply with all Federal and State statutes.
- Compliance with all local ordinances and laws.
- Be responsive to Town Chairman and Town Board.
- Effectively communicate with Town Board and the public.

The salary of this position ranges from \$55K to \$62K annually, dependent on education and experience, plus benefits. Position has a one year probationary period.

An application and full position description can be obtained at the Mukwonago Town Hall, Clerk's Office, during normal business hours located at W320 S8315 Beulah Road, Mukwonago, WI 53149. All candidates are required to complete the Town's Application for Employment and submit a complete resume with references no later than close of business, 3:30pm, September 17, 2010.

The Town of Mukwonago is an Equal Opportunity Employer