

The Village of Bloomfield a community of approximately 4,675, in Southeastern Wisconsin is looking for a Village Administrator/Clerk. This person acts as the Chief Administrative Officer of the Village.

This is a managerial position is responsible for oversight of day-to-day administration and coordination of all departments, operations and business affairs of the Village of Bloomfield. A strong working knowledge of municipal management, governmental budgeting and finance, and human resources is necessary.

This position also fulfills the duties of Village Clerk as prescribed by Wisconsin state law. As Clerk, knowledge of Wisconsin municipal operations including election laws, licensing, and public record maintenance is essential. The candidate will maintain all official Village records, ordinances, and resolutions, and be responsible for the administration of elections, annual licensing, and various other Clerk duties. It is a requirement of this position to attend the meetings of the Village Board and other various committees, commissions, and boards.

Proficiency in Microsoft Office, Workhorse and basic office equipment is a must. Prior municipal experience and additional specialized training in election-related duties through the Wisconsin Municipal Clerks and Treasurers Institute are desirable.

A degree in public or business administration, or a related field is required; and certification as a Wisconsin Certified Municipal Clerk or Wisconsin Certified Professional Clerk is preferred.

A minimum of two to four years of municipal experience required. Salary depends on qualifications.

Interested candidates must submit a cover letter, resume and two professional letters of reference to becky@keystoneres.net. Salary will be based on qualifications. Applications will be accepted until position is filled. First interview deadline is May 30, 2018.