

**THE CITY OF BOSCOBEL IS
ACCEPTING APPLICATIONS
FOR A PERMANENT FULL-TIME
CITY ADMINISTRATOR / CITY CLERK / CITY TREASURER**

CITY ADMINISTRATOR / CITY CLERK/ CITY TREASURER --The City of Boscobel (approximate population of 3,220) seeks to fill the permanent full-time City Administrator Position who also serves as City Clerk / City Treasurer.

GENERAL STATEMENT OF JOB

Performs the duties of the City Clerk, Treasurer and Comptroller contained in the Wisconsin Statutes, Municipal Code, and as specified in the job description.

SUMMARY OF JOB DUTIES & JOB DESCRIPTION

This information can be found in detail at www.boscobelwisconsin.com under job opportunities, or by contacting the City at 608-375-5001 ext. 110, or by requesting it via email at mayor@boscobelwi.us.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS

The following elements serve to identify the required acceptable experience and qualifications:

1. A High School diploma along with an Associate Degree in business, human resources, accounting or related field is required. A four-year college degree in business, human resources, accounting, public administration or related field is preferred.
2. A minimum of five (5) years of post-high school experience in accounting, office operations, excellent computer and report writing skills.
3. A minimum of four (4) years of experience in governmental financing. Use of the Dynamics / Caselle/Clarity programs preferred.
4. Any equivalent combination of education and progressively responsible experience and training which provides the required knowledge, skills and abilities.
5. Municipal Clerks Certification, or ability to obtain within three (3) years.
6. Municipal Treasurer Certification, or ability to obtain within four (4) years.
7. Valid driver's license.
8. Must be bondable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Wide range of intellectual and practical problem solving. Arithmetic calculations involving fractions, decimals and percentages. Working knowledge of the principles and practices of modern records management techniques, including legal requirements for recording, retention and disclosure. Ability to report, write, or edit articles for publication. Prepare documents as needed for the conduct of City business. Ability to communicate effectively, verbally or in writing, with customers, coworkers, and the

public. Ability to read and understand statutes and other regulatory material. Ability to work well with others and be team-oriented.

TOOLS AND EQUIPMENT USED

Computer with word processing, database, spreadsheet, and payroll/budget programs; telephone, calculator, copy machine, and voting machine.

ESSENTIAL PHYSICAL JOB REQUIREMENTS

The physical demand here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employee frequently sits, stands, grasps, walks, uses a keyboard, uses hand-eye coordination, hears, talks, uses the telephone, and has contact with the public/customers. Employee must be able to lift 25 pounds and occasionally up to 50 pounds.

The City offers a competitive wage and benefit package. This is a salaried position, pay will be based on credentials and experience. Successful applicants will have submitted a completed City of Boscobel job application, along with a current resume. A job description and application are available on the City's website at www.boscobelwisconsin.com or at the City Clerk's Office, 1006 Wisconsin Avenue, Boscobel, WI. Resumes will not be accepted in lieu of applications. The City of Boscobel is an Equal Opportunity Employer.

Initial review of applications will begin the week of July 25, 2022. Position open until filled.

Please remit to:

City Administrator Position
Attn: Mayor Brenda Kalish
1006 Wisconsin Avenue
Boscobel, WI 53805
or
mayor@boscobelwi.us

Brenda L. Kalish, Mayor City of Boscobel

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