



15 South School Street, PO Box 273, Mayville WI 53050

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[WWW.MAYVILLECITY.COM](http://WWW.MAYVILLECITY.COM)

## **City Clerk City of Mayville**

The City of Mayville, Wisconsin (population of 5,211) is seeking an experienced professional to fill the full-time position of City Clerk.

This position is responsible for performing various functions of the office of Clerk as defined by State Statutes and Municipal Ordinances. Duties include issuing licenses and permits, conducting elections, serving as Clerk on various city committees and boards, attending City Council meetings and preparing agendas and minutes. This position supervises two Deputy Clerks. Hours will require some evening hours.

Desired qualifications include: experience in office management or related field, proficient in Microsoft Word and Excel a must, municipal government experience desired, payroll/personnel supervision experience desired. Certified Municipal Clerk, Wisconsin Municipal Clerk designation or completion (or in process of completing) of Wisconsin Municipal Clerk's Institute and Wisconsin Municipal Treasurer's Completion Course a plus, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Starting salary range is \$55,000-\$65,000 dependent on qualifications, with competitive fringe benefits. Benefit package includes complete health insurance package with dental, Wisconsin Retirement System, life insurance, short term disability, and deferred compensation plan.

An application must be completed and submitted along with a resume. Applications and a complete job description are available at [mayvillecity.com](http://mayvillecity.com) or at Mayville City Hall, 15 South School Street. Applications will be accepted until the position is filled. Applications can be submitted to Mayor, PO Box 273, Mayville, WI 53050 or [mayor@mayvillecity.com](mailto:mayor@mayvillecity.com).

The City of Mayville is an equal opportunity employer.