

Administrator-Clerk-Treasurer

Village of Colfax (pop 1,183) seven Village Board members elected on a non-partisan basis.

The Village of Colfax is looking for an Administrator-Clerk-Treasurer. 1.4M budget, 12 FT employees, 6 PT employees, plus casual part-time EMT's. Salary \$65K plus benefits, depending on qualifications. Bachelor's degree in public administration, business administration or closely related field and/or a minimum of three years' work experience. Desire a strong background in budget, finance & capital improvement management, public works and engineering management, and grant writing. Have demonstrated strong work ethic, innovative/visionary thinking, and a history of stable tenures, with an open and positive communication style. Residency strongly preferred. Visit Village of Colfax website at www.villageofcolfaxwi.org/Employment-and-Bids for more detailed information. Send cover letter, resume, salary history and references &/or Village of Colfax job application to Village of Colfax, Attn: Lynn Niggemann, PO Box 417, Colfax, WI 54730 or email to ClerkTreasurer@villageofcolfaxwi.org by noon on May 10th, 2024. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.