**Employment Opportunity**

**Village of Colfax**

**Administrator-Clerk-Treasurer**

The Village of Colfax is looking for an Administrator-Clerk-Treasurer. 1.4M budget, 12 FT employees, 6PT employees, plus casual PT EMT’s. Salary $65K base plus benefits depending on qualifications. Bachelor’s degree in public administration, business administration or closely related field and/or a minimum of 3 years work experience. Desire a strong background in budget, finance and capital improvement management, public works and engineering management and grant writing. Municipal background preferred but not necessary. Must have 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 detailed job description. Send cover letter, resume, salary history and references and/or Village of Colfax job application to : Village of Colfax, P.O. Box 417, Colfax, WI 54730 or email to [clerk@vi.colfax.wi.gov](mailto:clerk@vi.colfax.wi.gov) by June 20th, 2025. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.