

Village Administrator/Clerk/Treasurer

The Village of Merrimac is seeking a new Village Administrator/Clerk/Treasurer with a desired start date of April 1, 2018. The Administrator reports to the Village Board and also serves as the Clerk, Treasurer, Director of Public Works, Zoning Administrator and Human Resources Officer, directing the Village's statutory functions and operations including the Village's water and sewer utilities. The Village Board looks to the Administrator for analysis and recommendations on a variety of important matters, while delegating the Village's day-to-day management and operations to the Administrator. The Board seeks an experienced professional with demonstrated proficiency in infrastructure maintenance and planning, budget development, accounting, and public relations; must have the ability to use a wide variety of computer system applications. Administrator supervises two Maintenance-Operators and a part-time Deputy Clerk, with the small team providing excellent service to the Village's residents. Candidates should have a comprehensive understanding of municipal operations with a commitment to professionally serving our residents.

Located approximately 35 miles northwest of Madison in eastern Sauk County, Merrimac is a small residential community of 422 residents. The Village is nestled along Lake Wisconsin and is approximately 3 miles from the Baraboo Bluffs and all the recreational opportunities this beautiful area affords its residents. The Village's combined budget across its four major funds approximates \$650 thousand per year.

Interested applicants should e-mail resume to: Merrimac@merr.com or send by mail to:
Village of Merrimac, 100 Cook St., Merrimac, WI 53561
Your resume will be accepted January 2 through February 15, 2018.