

Town of Washington
JOB NOTICE
Town Administrator

The Town of Washington is seeking applications for the appointed position of Town Administrator under the supervision of the Town Board. A copy of the full job description is available for review through the Town of Washington town office.

Minimum Qualifications

1. Minimum education should include a bachelor's degree in Business Administration, Public Administration, Community Planning, Law, Political Science, or a related field
2. A minimum of three (3) years' relevant experience. Preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree
3. This position requires the following:
 - a. Proficiency in general accounting principles, public finance, municipal accounting and budgeting
 - b. Experience in cost-benefit analysis, risk and project management principles, and experience in effective human resources management
 - c. Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors
 - d. Basic research and record keeping principles and disciplines

A job summary along with a listing of essential duties and responsibilities, secondary and incidental duties and responsibilities and supervisory responsibilities are available through the town office. Other assigned duties will be determined by Town Chairman and town Board. Starting salary rate is \$69,000 - \$112,000, depending on relevant skills and experience

Pay and benefits will be provided according to the Town of Washington Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time. A copy of the full job description is available for review through the Town of Washington town office.

Applications and a detailed job description may be obtained at the Town of Washington town office, 910 Main Rd, Washington Island, WI 54246. Application forms must be returned there, along with a resume by September 15th, 2021. Call (920) 847-2522 for more information.

The Town of Washington is an Equal Opportunity Employer. Wisconsin Fair Employment Law prohibits discrimination in all areas of employment against any qualified person because of sex, race, disability, age (40 and over), creed, color, national origin, ancestry, sexual orientation, marital status, arrest and conviction record, military status, use of lawful products and genetic testing.