

Job Posting for Full-time Town of Dunn Office Manager/Deputy Clerk

Overview

The Office Manager/Deputy Municipal Clerk for the Town of Dunn is a full-time hourly, 40 hour per week position with benefits. Office hours are 8am-4pm Monday – Friday. Evening meetings are required about twice per month and compensatory time off is provided. This position is responsible for administrative functions of the town hall with a small staff dedicated to providing exceptional service and a nationally recognized land conservation program. This position collaborates with town staff, town board, and parks commission on various town projects, town operations, and community building. Responsibilities include assisting the records custodian for the town, election administration and providing election worker training, ordinance development, permit issuance, grant writing and administration, writing reports, and plans, and other Town programs and projects. Advancement opportunities include financial management and broader management responsibilities and advancement to salaried position of Municipal Clerk for a qualified candidate. Residency in the Town of Dunn is not required. The town's population is just under 4,824, has a full-time staff of 8, a three member Town Board, and many part-time workers and volunteers who contribute as election workers, commission and committee members, emergency plow drivers and transfer site operator.

Compensation and Benefits:

Hourly wage range \$28.25-\$33.75. Compensation is evaluated annually to be commensurate with responsibilities and qualifications. Employer contribution toward health insurance, dental insurance, disability insurance, and WRS state pension. Also offered are: 457 account for deferred compensation, flexible spending accounts, vision and supplemental dental plans, vacation, sick leave, personal leave, paid holidays, bereavement leave, and jury duty leave.

Duties

- Supervising office staff and volunteers, providing training and education to staff and volunteers to promote knowledge, skill, collaboration, inclusivity, and positive community relationships.
- Manage administrative processes, office technology and security, and workflow for continuous improvement. Make recommendations on office equipment and software needs. Make purchases for office supplies and upgrades.
- Maintain town website and social media. Assist with town newsletter to provide public education on town topics.

- Responsible for issuing permits, sending emails and letters for various Town purposes, and maintaining accurate records. Respond to open records requests.
- Administer elections, provide notices, and test election equipment with oversight of the Municipal Clerk. Use the state's WISVOTE system to prepare for elections, register voters, send absentee ballots and other election related duties.
- Scheduling election workers, training, ordering supplies, registration, absentee, and in-person voting. Work open to close on Election Day.
- Provide written staff reports for Town Board meetings based on analysis of town plans, policies, history, and regulations.
- Attend Parks Commission meetings one evening per month and support parks projects. Work with boards, volunteers and stakeholders on town projects.

Requirements

- A combination of education and experience similar to a Bachelor's degree in business, political science or relevant field, office software skills, supervisory management experience, or experiences that provides equivalent knowledge.
- Proficient in written communication, public speaking, website and social media updates, database use, spreadsheet design, and multi-media presentation.
- Ability to obtain certification as a Certified Municipal Clerk (CMC) within five (5) years of appointment and maintain certification throughout employment.
- A valid Wisconsin driver's license or otherwise meet the transportation needs of the position.
- Ability to obtain notary public within one year and to be bonded.

Equivalent combinations of training and experience may be considered. Equal opportunity employer. If you are a motivated individual with a passion for administrative excellence, we encourage you to apply.