

Village Administrator

The Village of Wonewoc is seeking a dedicated and service-oriented professional to serve as its next Village Administrator—a key leadership role at the center of Village operations. This position offers a unique opportunity to combine administrative expertise with meaningful community interaction. The Village Administrator plays a critical role in maintaining official records, coordinating elections, preparing meeting materials and facilitating communication with elected officials, staff, residents and businesses.

In addition, the role supports the Village's financial functions, including utility billing (with the utility billing clerk), payroll, accounts payable and receivable and financial reporting. As the primary in-person contact at the Village Hall, the Village Administrator provides welcoming and responsive service to the public. This is a great opportunity for a detail-oriented professional who values public service, community engagement and making a positive impact in a growing village.

Job Duties & Responsibilities

- Keep posted office hours.
- Assists in preparing the annual municipal budget in collaboration with Village Board members and department heads.
- Maintains all official municipal records, including ordinances, resolutions, meeting minutes, contracts, and legal documents.
- Ensures compliance with open records and meeting laws.
- Oversees the administration of elections, including required public notices, supervising and training of election inspectors, and canvassing of results.
- Prepares meeting agendas and minutes.
- Drafts legal notices, ordinances, and resolutions.
- Manages public meeting calendar and oversees Village website and social media.
- Responds to citizen inquiries regarding municipal services, including refuse collection, parking, and utility billing.
- Serves as the primary front-line contact for customer service.
- Serves as Pine Eden Cemetery Sexton.
- Manages deposits and initiates fund transfers.
- Compiles financial schedules, reports, audit materials, balance sheets, and reconciliations for various general ledger accounts.
- Ensures all financial activities comply with internal policies and budgetary limits.
- Administers payroll and new hire onboarding.
- Files payroll-related reports including state and IRS filings.
- Monitors revenue and expenditures and ensures efficient use of funds, time and resources.
- Writes and submits grant applications.
- Attends meetings of boards and committees.
- Will perform other duties as assigned when necessary.

Knowledge, Skills, and Abilities

- Strong knowledge of municipal operations, government finance, and legal compliance.
- Familiarity with PSC rules, Wisconsin election law and public records statutes.
- Proficiency in governmental accounting practices and financial reporting.

- Skilled in use of accounting software, Microsoft Office and standard office technology.
- Ability to prepare accurate financial reports, reconcile accounts and manage budgets.
- Strong interpersonal, organizational and communication skills—both written and verbal.
- Ability to establish and maintain effective relationships with elected officials, staff, consultants and the public.
- Knowledge of open meetings law and municipal recordkeeping best practices.
- Ability to work independently with limited supervision.
- Must possess a high level of integrity.
- Strong problem-solving skills.

Special Requirements

- Within 60 days: Bondable, Notary Public
- Within one year: Statewide Voter Registration System (SVRS) and Board of Review training
- Within three years: Wisconsin Municipal Clerk Certification

The Ideal Candidate

The ideal candidate will bring strong organizational, financial, and communication skills, along with a demonstrated commitment to public service. A successful candidate will be detail-oriented, approachable, and service-minded, with a welcoming personality that fosters trust and collaboration. This individual will actively engage with residents, businesses, and community partners, serving as both a resource and ambassador for the Village.

Salary dependent on qualifications.

Excellent benefits package includes:

- Comprehensive health and dental insurance.
- Paid time off, including vacation, sick leave and holidays.
- Enrollment in Wisconsin Retirement System (WRS) Pension.

Preferred Qualifications

- Bachelor's degree in public administration, human resources or related field (preferred).
- Completion of Wisconsin Municipal Clerk certification program (preferred).
- Three to five years of increasingly responsible municipal experience or equivalent combination of education and experience.

More Information

- **To Apply:** Submit a resume and cover letter to Village President Ed Decot at EDecot@wonewocwi.gov
- **Deadline to apply:** September 30, 2025.