



TOWN OF BROOKFIELD, WISCONSIN

Town Clerk Position Opening

The Town of Brookfield is seeking applicants for its next Town Clerk.

Who We Are

The Town of Brookfield (pop. 6,480) is located in Waukesha County about 15 miles west of Milwaukee and 70 miles east of Madison. Nestled between the Cities of Brookfield and Waukesha, the Town boasts a Small Town with Big Options. The Town of Brookfield is one of Wisconsin's top shopping, dining and entertainment destinations and was named a 2022 Discover Wisconsin Choice Destination!

The Town operates under a Town Board form of government and consists of the Town Chairperson and four Supervisors. Regular meetings of the Town Board are held on the first and third Tuesday of each month at 7:00 pm. There are several appointed officials including the Town Administrator/Treasurer, Attorney, Building/Electrical Inspector, Clerk, Police Chief, Fire Chief, Department of Public Works Superintendent, Sanitary District Superintendent, and Park & Recreation Director. The Town also operates a Water and Sanitary Sewer Utility, and Storm Water Utility. The Town has 35 Full-time employees (FTEs) and several seasonal employees.

The Position

The Town Clerk is a statutory officer and shall have the powers and duties provided by Wisconsin §60.33 and duties that may be assigned by the Town Board. The Town Clerk is responsible for preparation of agendas and official minutes for Boards, Commissions, and Committees, legal notification to the public, maintenance of finance records, election administration, issue alcohol and related licenses and management of records which the clerk is legal custodian.

Besides the official functions as outlined in the state statutes, the Town Clerk's office and staff handles recycling and garbage information, receivables and payables, and provides administrative support to the Town Board, other various Boards, Commissions and Committees and other departments as needed. The Town Clerk's office receives all claims filed against the Town as well as correspondence directed to the Town. The department is also the primary source of information for citizen questions.

Education and Experience

High School Diploma or G.E.D. equivalent required. Minimum of three years' experience as a municipal clerk, deputy clerk, or other comparable positions. Certification from Wisconsin Municipal Clerk's Association, or able to obtain within five (5) years of hire is required. Training from Wisconsin Election Commission (WEC) on election administration and WISVOTE. Hold a Notary Public or obtain within 1 month of hire. Must be 18 years of age, a citizen of the United States and hold a valid Wisconsin driver's license.

Compensation and Benefits

The position is full-time exempt and is posted with a salary range of \$55,000 - \$75,000 with a full benefits package. Starting salary will be DOQ.

Application Process

Interested professionals should submit application material to khackbarth@mcmgrp.com at McMahon Associates, Inc.

Application material should include the following:

- ✓ Town of Brookfield Employment Application can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/> scroll down to see Brookfield job announcement
- ✓ Cover Letter
- ✓ Resume'
- ✓ Professional References

To be considered for this excellent opportunity, submit complete application material by 11:59 pm **Monday, May 29, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

Additional information about the Town of Brookfield can be found on the Town website:

townofbrookfield.com

The Town of Brookfield is an equal opportunity employer.