

Town of Brookfield
Wisconsin

May 5, 2023



Town Clerk Position



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 a few seasonal employees.

THE CLERK'S OFFICE

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.

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.

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.

During the online application process, interested professionals should submit the following:

- ✓ Town of Brookfield Employment Application can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/>
- ✓ 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 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.

MORE ABOUT THE COMMUNITY ...

EDUCATION

The Town of Brookfield is part of the Waukesha School District. The district serves over 14,000 students and administers three high schools, three middle schools, 15 elementary schools, and four charter schools. The Town is also part of the Elmbrook School District, which serves over 7,800 students and their families. The district is consistently ranked one of the top five school districts in the state of Wisconsin based on standardized achievement data.



RECREATION

The Town of Brookfield offers year-round recreation opportunities for all ages. The Town parks and facilities are established and maintained as areas of recreation, relaxation and enjoyment.

Neighborhood parks are available for passive and organized activities, including Brook Park, located in the Brook Park Estates. Marx Park and Wray Park includes covered shelter with restroom, water and electricity, baseball field, softball field, basketball court, tennis courts, playground structures, horseshoe pits, cornhole, grills and picnic areas.



PUBLIC SAFETY

Police: The Town of Brookfield Police Department (TBPD) consists of 16 full-time sworn police personnel, and a full-time civilian administrative police clerk. The TBPD provides police services 24-hours a day, 365-days per year.



The Town of Brookfield Police Department is dedicated to providing the best possible service to the community in order to make it a better and safer place in which to live and work.

Fire: The Town of Brookfield Fire Department (TBFD) provides full time services in the areas of fire suppression, emergency rescue, emergency medical services at the advanced life support paramedic level, fire inspection, and public safety education. The TBFD has 45 personnel operating out of a single fire station. These personnel ensure that the department is staffed 24/7/365.



PUBLIC WORKS

Streets: The DPW has seven full-time staff who are responsible for maintaining street, street signs, road markings, weed control, grass cutting, tree removal, snow removal, building maintenance, mosquito spraying, and equipment repair. The DPW is also responsible for all storm water-related issues and maintenance.

Utilities: The Town of Brookfield Water and Sanitary Sewer Utility has a customer base of over 2,300. The distribution system consists of two water towers, two ground storage reservoirs, and six wells.

LIBRARY

The Brookfield Public Library provides a wide variety of materials, services, and programs to the Town of Brookfield residents. The library is a member of the Bridges Library System which provides a variety of services to its 24-member libraries.

