

**Administrator/Clerk/Treasurer** – Village of Poynette, WI (Pop 2529). Salary DOQ plus Excellent Benefits. 6 members Board/1 President elected on a non partisan basis. Progressive and full service community located in South Central WI. Requires Bachelor's degree in Public Administration or a related field and requires at least 5 years in Municipal Management. Desire a strong working knowledge of Municipal Management, Governmental Budgeting, Finance, personnel/labor relations, Planning and Zoning, Economic Development, Industrial Development, Intergovernmental relations, Public Relations and Grant Writing skills. Possess a working knowledge of Sewer, Water and Stormwater Utilities. Submit Application, Application Questions, Letter of Interest, Resume, Salary History, and References to: Village of Poynette, Personnel Committee, P.O. Box 95, Poynette, WI 53955 or email to [Clerk@poynette-wi.gov](mailto:Clerk@poynette-wi.gov). Applications accepted until Monday, January 26, 2015. Application, Application Questions and Position Description may be obtained at: [www.poynette-wi.gov](http://www.poynette-wi.gov) . Those Candidates with additional years of experience that may not have the desired educational background will also be considered. In-person interviews only. Residency is not required but encouraged. Applicant names subject to public release by State Law unless confidentiality requested. Confidentiality not guaranteed for finalists. EOE