



Job Posting - Village Administrator/Clerk

Village Clerk/Administrator Advertisement for the Village of Baldwin

The Village of Baldwin is accepting applications from qualified applicants to fill a full-time vacancy for the position of Village Clerk/Village Administrator.

Position includes but is not limited to directing and coordinating day to day activities of all Village departments and utilities, preparation of annual Village and utility budgets, understand and be responsible for management of village elections, have experience and understanding of the statutory responsibilities of a Village Clerk, serve as Village Human Resource Director, investigates availability of funding sources and grant opportunities, reviews pending and adoptive federal and state legislation that may have an impact on local government, attends all Village Board meetings and other meetings as required, development of Ordinances and Resolutions, works with village engineer on capital projects and administers village zoning ordinances.

The successful candidate must be detail oriented, organized, and have good written and verbal communication skills. They must also be able to establish and maintain working relationships with the Village Board, Village Department Heads, and Village employees. They should have some knowledge of the principles of local government including election laws, financial administration, and be able to provide direction and recommendations to the Village Board. A minimum of 3 - 5 years in local government or a management position, and a bachelor's degree in public administration or business administration is preferred.

The position includes a comprehensive and generous benefit package. Salary will be based upon experience. The salary range for the position is \$92,500 - \$110,000.

To be considered, please submit a cover letter, completed application, and your resume to: Village of Baldwin, 400 Cedar Street, PO Box 97, Baldwin, WI 54002 or email your cover letter, application, and resume to frank@villageofbaldwin.com

Interviews for the position of Village Administrator/Clerk are tentatively scheduled for the week of May 13th.

For further information please email frank@villageofbaldwin.com or call Frank Pascarella, Interim Administrator, at 715-684-3426 x116. The Village of Baldwin is an equal opportunity employer and a drug-free workplace.

Supporting Documents

 a0374cfl-applicationforemployment_short.pdf (164 KB)



Contact Information

Frank Pascarella, Interim Administrator
400 Cedar St.

Phone: 715-684-3426 x 116
Email: frank@villageofbaldwin.com

[View Full Contact Details](#) 

[Home](#) [Staff Login](#)

400 Cedar Street PO Box 97, Baldwin, WI 54002 |
(715) 684-3426