

**ADMINISTRATOR POSITION
TOWN OF BURKE**

The Town of Burke (population 3,355), Dane County, is seeking a qualified individual to fill the full-time position of Administrator. This high-level professional position supervises the Clerk/Treasurer and Public Works staff and reports directly to the Town Board.

Qualified candidates will have an undergraduate degree in public administration, business administration or management or equivalent experience. Minimum of two years experience in a staff position in a local government providing support to local elected officials is also required. Supervisory experience and Wisconsin Certified Municipal Clerk (WCMC) designation preferred. Individual must be able to communicate effectively, comprehend and interpret State Statutes and Town ordinances, follow verbal and written instructions, multi-task and work independently. Individuals must have working knowledge of personal computers and software including but not limited to: Microsoft Word, Excel, Outlook and Publisher. Experience with QuickBooks is a plus.

The salary range for the position is \$55,000 – \$65,000 per year. Salary will be based upon qualifications and experience. The Town of Burke offers a benefit package including participation in the Wisconsin Retirement System (WRS), health insurance, life insurance, dental insurance, holidays and paid time off.

Please submit your resume and a letter of interest including salary requirements to: Town of Burke, 5365 Reiner Road, Madison, WI 53718, Attention: Administrator Position. The position will remain open until filled.

For a complete job description, visit the Town website at www.townofburke.com.

The Town of Burke is an equal opportunity employer.