



CLERK

WAUKESHA, WISCONSIN



EXECUTIVE RECRUITMENT

WAUKESHA, WISCONSIN - CLERK



POSITION IN BRIEF

The City Clerk is the department director in charge of the day-to-day operations of the Clerk's Office and manages a budget of approximately \$1 million and supervises six full-time and one part-time employee. The role is ideal for a dedicated and experienced professional who is highly organized and detail-oriented. The position reports to the City Administrator and is an essential part of our Leadership Team.

THE COMMUNITY

The City of Waukesha, with a population of 71,158, is an award-winning and growing community located west of Milwaukee. The City has experienced considerable residential, commercial and employment growth. Nationally recognized as one of the "100 Best Places to Live" in the U.S., and in 2020 and 2021, the City was named as one of the "Top Workplaces" by the Milwaukee Journal Sentinel.

Waukesha is the seventh largest city in the state with a daytime population of approximately 100,000 people. It is located in one of the fastest growing and wealthiest counties in Wisconsin and its commercial and residential boom is expected to continue.

The City has a thriving historic downtown boasting concerts, a farmer's market, scenic riverwalk, and festivals. The location on the river, historic buildings, and strong artist culture all contribute to the unique character of the City. Waukesha also includes great neighborhoods, excellent schools, and an award-winning park system with recreation programs for the whole family.

There are 31,280 households in Waukesha. A wide variety of housing sizes, styles and price ranges are available throughout the community from older structures to new construction home sites. The median household income is \$65,688; median home values, per market reports, are approximately \$310,000. Waukesha's population is approximately 84% white, 12% Hispanic and 4% African American.

The neighboring City of Milwaukee has more than 600,000 residents, and the Milwaukee Metropolitan Statistical Area has a population of more than 1.5 million.

Education is a top priority for the Waukesha community. There are excellent public and private schools from K through 12 in the City. The City is home to the state's oldest college, Carroll University (est. 1848), and the University of Wisconsin-Waukesha, a two-year university. The City is also served by Waukesha Technical College immediately adjacent to the City. The greater Milwaukee area offers a wide variety of higher education opportunities. Chief among them include the University of Wisconsin –Milwaukee and Marquette University.

Diverse recreational opportunities abound in Waukesha and the surrounding area. The City manages 45 parks and 1,100 acres of open land. There are hundreds of miles of biking and hiking trails in and around the City. Waukesha is within minutes of the Kettle Moraine State Forest. There are 12 golf courses and 77 lakes within the County. Waukesha hosts a lively arts community ranging from the Wisconsin Philharmonic and Waukesha Civic Theatre to the Waukesha Choral Union and free summer concerts at the Les Paul Band shell.

For more about activities and events, see [Visit Waukesha](#).

For more about the city's organization, [click here](#).

CITY GOVERNMENT

The City of Waukesha is an independent, full-service municipality governed by a [Mayor](#) elected at large and a 15-member [Common Council](#), each elected by district. The Mayor serves as the City's chief executive officer. The Common Council, through standing committees, provides policy oversight of City activities, services, and programs.

The City Clerk is responsible for overseeing a wide array of responsibilities including election administration, coordination of tax billing and collections, issuance of municipal licenses and permits, maintenance of official City records, and management of all City collections, disbursements, investments and financial reports.





CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified as important skills and abilities for candidates to possess and demonstrate:

EDUCATION & EXPERIENCE

- A bachelor's degree in business, finance, accounting or related field.
- Proven supervisory level municipal management experience, preferably in a community of size and complexity, or an equivalent combination of education and experience.
- Strong financial, analytical, and budget management experience.
- Ability to create an environment of trust and integrity where employees respect one another.
- A demonstrated ability to provide strategic leadership.
- A history of assessing the skills and abilities of existing personnel in an effort to maximize their talent and expertise.
- Excellent interpersonal and communication skills and proven success in building collaborative, effective relationships across departments.
- Coordinate all aspects of elections, ensuring legal compliance, overseeing equipment testing and staff training, managing absentee voting, and maintaining accurate voter databases.
- Applicant must be bondable

MANAGEMENT STYLE/PERSONAL TRAITS

- Have personal and professional integrity, gaining respect and inspiring the trust and confidence for subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a leader who collaborates effectively and demonstrates decisiveness, with the capacity to gather information and insights from diverse sources and make prompt decisions.
- Be a positive and flexible team builder who is committed to the well-being of the staff.
- Be a manager who both defends his/her staff, when appropriate, and holds the team accountable too.
- Have an approachable and friendly demeanor, communicating openly and calmly to quickly build trust with others. Also, demonstrate a sense of humor, when appropriate, to foster positive interactions.
- Communicate complex technical information clearly and effectively to any audience, avoiding technical jargon and ensuring understanding.
- Demonstrate a sincere dedication to public service, within the organization and towards the community, prioritizing exceptional service to both.
- Encourage employees to innovate and creatively problem-solve, while respecting and complying with necessary procedures governing service delivery.
- Take proactive steps to regularly update the Mayor, Common Council and City Administrator on major departmental activities and operations, conveying both positive and negative news tactfully, confidently, and professionally.



COMPENSATION & BENEFITS

The starting salary range is \$80,900-\$109,214 plus an excellent benefit package. The City offers a competitive benefits package including health, dental, and vision insurance, HSA, PTO, cell phone, and participation in the Wisconsin Retirement System.

The Mayor and Common Council possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

The City is an Equal Opportunity Employer. The City seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.

HOW TO APPLY

Candidates should apply by submitting their application online at waukesha-wi.gov/jobs

The City of Waukesha is an Equal Opportunity Employer.



THE CITY OF WAUKESHA IS RANKED AS ONE OF THE MOST LIVABLE COMMUNITIES IN WISCONSIN