

The City of Berlin, Wisconsin is looking for a dynamic professional, with strong financial skills, to start as City Administrator/Clerk-Treasurer.

The new Administrator/Clerk-Treasurer will have several initiatives to manage and implement, including management of the City's five TIF Districts, working with the Planning Development Director on continued proactive planning and implementing of the downtown business and river district priorities, working with Green Lake County and its communities on additional resource sharing for emergency medical services, working with the optional Police & Fire Commission on police department initiatives and collective bargaining, implementing housing development initiatives and addressing future capital improvement needs.

Starting salary range is \$81,590 - \$106,067. The City of Berlin offers an excellent benefits package with Health Insurance (monthly cost maximum of \$50/month), vision, dental, life insurance, short term disability and Employee Assistance Programs. Mayor and six Councilpersons are elected on a non-partisan basis. Berlin's annual general fund budget is \$6.4 million, and the Utility budget is \$1.7 million with a \$2.5M infrastructure project. Staffing levels are 56 full-time equivalents plus seasonal and paid-on-call staff, firefighters and EMTs.

Requires a Bachelor's Degree in public administration, business administration, finance, or related field; Master's Degree preferred, with a minimum three years progressively responsible administrative and leadership experience in a municipal organization. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that relate to skills required. Residency within the City of Berlin is strongly desired, suggested, and preferred. The successful candidate must demonstrate a verifiable record and experience in the following areas: budget development and financing; including governmental accounting and redevelopment and capital improvement financing, analytical skills, human resource management, including pay for performance and general personnel management, and intergovernmental relations. The candidate should possess a high level of both personal and professional integrity, have a strong work ethic, acute listening skills, a dynamic and collaborative leadership style, and be able to work harmoniously with elected officials including other governmental entities.

For a full job description and more information, visit the City of Berlin website: <https://www.cityofberlin.net/>

Send cover letter, résumé, and references to [Mayor@cityofberlin.wi.gov](mailto:Mayor@cityofberlin.wi.gov). The position shall be posted until September 2, 2024 or until filled.