



CITY CLERK *Recruitment Announcement*

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City Clerk

Algoma, WI (Population 3,109)

The City of Algoma, Wisconsin is pleased to announce the recruitment and selection process for their next City Clerk. The City Clerk works under the direction of the City Administrator, however the employee is expected to exercise independent judgment at all times. The primary purpose of this position is to perform the duties and responsibilities specified in Wisconsin Statutes and provides general administrative support in most City functions. The City Clerk must routinely interact with residents and members of the public in a courteous and respectful manner.

Additional information about the City of Algoma can be found on the City's website: www.algomacity.org.

The City of Algoma is an equal opportunity employer.

[City Overview](#)

The City of Algoma, population 3,109 (2018 population estimate), located on the shores Lake Michigan in Northeast Wisconsin, is recruiting for a new City Clerk. The City is the largest municipality in Kewaunee County and conveniently located 30 miles east of Green Bay and 10 miles south of the Door Peninsula.

The City operates under a Mayor-Council form of government. The Mayor is elected in even years to a two-year term. The Council is composed of 8 Alderpersons elected to staggered two-year terms; serving 4 Aldermanic Districts. The Mayor and Council establish City policies and create the ordinances contained in the Municipal Code. The appointed City Administrator is responsible for oversight of the day-to-day operations of most City departments.

[Candidate Qualification Criteria](#)

The City is seeking an individual who is highly organized, exercises strong judgment, and can operate in an independent capacity to fulfill the duties of the Clerk position. The successful candidate will also possess the ability to work well with others and collaborate with other staff members. Some cross-training with the Treasurer position is required due to the small staff size within City Hall. The Clerk is a member of the City's management team and is expected to contribute to staff discussion on City operations and policies. The Clerk also serves as the primary Human Resources point of contact for staff and coordinates recruitment and onboarding while assisting the City Administrator in annual benefit review.

Candidates must have a minimum of an associate's or bachelor's degree in business management, records management, public administration, or a closely related field. 3-5 years of increasingly responsible related experience or combination of related education and experience will also be considered. Municipal

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experience is preferred. Residency within the city limits is strongly encouraged. A valid Wisconsin driver's license is required. Starting wage rate for the position is \$22.80 – 26.44/hour DOQ. Excellent benefit package.

Personal Attributes

- Relates well to people, a good listener, and works well with staff.
- Must have knowledge of City services and procedures, knowledge of City Clerk's responsibilities as governed by the City of Algoma resolutions/ordinances and the State of Wisconsin.
- Must possess strong organizational skills.
- Must be accurate and detail-oriented and be able to assume responsibility and work with a high level of independence.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- Must have a basic understanding of Microsoft Office Suite applications (Word, Excel, etc.)
- Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

How to Apply

Candidates should apply with a City of Algoma Employment Application, resume, cover letter, salary history, and three (3) work-related references by 4:00 PM November 18, 2020. Employment application can be requested by emailing algoma@algomacity.org or can be found on the City's website, www.algomacity.org. Email submissions should be sent to jared.heyn@algomacity.org. Mail submissions should be sent to City of Algoma, Attn: City Administrator, 416 Fremont Street, Algoma, WI 54201.