

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

City of Washburn Job Posting Assistant City Administrator

The City of Washburn, Wisconsin (Pop. 2,104) is seeking an Assistant City Administrator. Position is responsible for assisting the City Administrator in the planning, management, and administration of City operations, fulfills the role of personnel manager, and serves as a Deputy City Clerk and Deputy Treasurer. Supervisory, communication, and municipal management skills required. Qualified candidates shall have a bachelor's degree from a college or university in public or business administration, political science, human resource management, or another related field. Master's degree preferred or prior experience in municipal management, intern-related positions, or other related experience. Individuals with experience in any of the sub-fields of economic development, personnel management, budgeting/finance, parks and recreation, planning and zoning are encouraged to apply. Must be hard working, flexible, willing to learn, willing to accept challenges, and still make it fun. Salary range is between \$48,000 and \$55,000 depending upon qualifications.

Applications, which shall consist of a cover letter, resume, and completed job application form, are due on April 25, 2019 at 4:00 p.m. at the Washburn City Hall. Job description and application information can be obtained from Scott Kluver, City Administrator, 119 Washington Avenue, P.O. Box 638, Washburn, WI 54891 or by calling 715-373-6160 Ext 4. Application information can also be downloaded from the City's website at www.cityofwashburn.org. The City of Washburn is an equal opportunity employer.

Scott J. Kluver
City Administrator

Daily Press – block ad - April 6 and 13, 2019
City Website/Facebook
League of Municipalities Website
WCMA Website
ICMA Website
Washburn Cable Channel
Public Posting – City Hall, Library, Public Works Garage