



City of Wauwatosa  
City Clerk/Management Analyst

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Wauwatosa, WI
<b>JOB TYPE</b>	Full-Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>DEPARTMENT</b>	City Clerk	<b>DIVISION</b>	City Clerk
<b>OPENING DATE</b>	08/12/2025	<b>CLOSING DATE</b>	8/25/2025 11:59 PM Central
<b>FLSA</b>	Exempt		

### Position Overview

The City Clerk/Management Analyst is a key member of the City's administrative management team and is responsible for managing all statutory duties of the City Clerk in accordance with Wisconsin State Statutes, while also supporting strategic municipal service initiatives. This position ensures regulatory compliance in licensing, records management, and elections while also advancing broader initiatives such as data-informed decision-making, customer service innovation, and internal support coordination.

The pay range for this position is \$83,928 - 107,244.80 annually, with the starting salary depending on experience and qualifications. This is complemented by an excellent benefits package, a robust wellness program, an on-site fitness center, a free workplace clinic, paid parental leave, generous paid holidays and vacation, a pension plan, volunteer time off, a flexible workplace environment, and the opportunity to work with dedicated professionals who have a passion for public service. (Click the Benefits tab to find out more!)

### Essential Functions

*The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.*

- Administer all statutory functions of the City Clerk.
- Serve as the City's official election administrator, overseeing all aspects of election operations, including but not limited to maintaining records, preparing legal advertisements, certifying the accuracy of candidates' qualifying forms, preparing ballots and coordinating printing, maintaining and procuring election equipment and supplies, recruiting and appointing poll worker and inspectors, conducting absentee balloting program and certifying the accuracy of voting records.
- Coordinates the preparation of agendas, packets, and minutes for Council and committee meetings; attends meetings, provides for the recording of proceedings and ensures proper filing of Council proceedings for retrieval.
- Maintains and safeguards the City seal and all official City records, which include, but may not necessarily be limited to, minutes, ordinances, resolutions, contracts, and agreements.
- Prepares legal advertisements relating to public hearings on ordinances, rezoning, etc. Publishes resolutions, commendations, and legal notices required by law or ordinance. Prepares and ensures proper filing of routine resolutions and ordinances.
- Monitors and analyzes data, identifies areas for improved service delivery, and recommends strategies to optimize resource utilization.
- Conducts research on assigned topics and prepares reports.
- Delegates tasks to front-line staff to ensure effective workflow and coverage of all statutory and service-related functions.
- Assists with projects and special initiatives related to customer service and process improvements.

### Minimum Requirements

#### Education and Experience Requirements:

- Bachelor's Degree in Public Administration, Political Science, Business Administration, or a related field.
- At least three years of progressive municipal experience, ideally with experience with elections, licensing, records, and municipal governance processes.
- Experience with coordinating cross-functional teams preferred.

#### Licenses, Certifications, and Other Requirements:

- Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or as a Master Municipal Clerk (MMC) is highly desirable.
- Requires a valid Wisconsin Driver's License.
- Certification as a Notary Public is desirable with ability to obtain within six months of employment.

*In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.*

- Thorough knowledge of Wisconsin municipal statutes related to Clerk responsibilities.

## Job Bulletin

- Demonstrated ability to lead teams, develop systems, and support customer service excellence.
- Must be highly adaptable, innovative, and politically astute in dealing with the dynamic expectations of city government and technology.
- The ability to interact effectively with elected officials, community members, local leaders and City staff; must be able to maintain a calm, fair, and impartial demeanor in a political environment.
- Ability to attend evening meetings at a regular frequency.

*In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.*

### Additional Information

- This position reports to the Director of Municipal Services.

### Physical Requirements

- While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 25 pounds occasionally.

### Work Environment

- The noise level in the work environment is usually quiet. An employee in this class generally works in a standard office environment with exposure to individuals who may be agitated, angry, or highly emotional.

### Benefits

# City of Wauwatosa



## Full-Time Employee Benefits

### Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

### Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming

### Total Rewards & Flexibility

- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.

#### Employer

City of Wauwatosa

#### Phone

(414) 479-8992

#### Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

#### Website

<http://www.wauwatosa.net>