



**Village of Elmwood Park  
Village Administrator**

The Village of Elmwood Park, Wisconsin is accepting applications to fill the part-time position of Village Administrator. The Village Administrator is the chief administrative officer of the Village, responsible only to the Village Board President and the Board of Trustees for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the ordinances of the Village of Elmwood Park, and the resolution and directive of the Village Board.

The Village of Elmwood Park is also accepting applications for a Clerk/Treasurer. This position may be combined with the Clerk/Treasurer role if the appropriate candidate applies for both roles. The salary will then be negotiated based on the sum of the two positions and experience.

**REQUIRED EXPERIENCE, EDUCATION, and TRAINING:**

Minimum education requirements should include a Bachelor's Degree in Business Management/Administration, Public Administration, Community Planning, or a related field. A preference will be given to applicants with strong skills in accounting/budgeting, project management, community planning, leadership, and negotiations.

Starting salary is \$18,000 - \$22,000

**HOW TO APPLY:**

Applications should be e-mailed to [ernie.rossi@vil.ep.wi.us](mailto:ernie.rossi@vil.ep.wi.us) with the subject line: Village Clerk/Treasurer Recruitment.

Application materials may also be placed in a sealed envelope and mailed or hand-delivered to:

Village Administration Recruitment c/o Ernie Rossi  
Village of Elmwood Park  
3131 Taylor Ave Unit 1  
Elmwood Park, WI 53405-4503

Open until filled. The Village is expecting to fill this position by December 30, 2022.