

DIRECTOR OF ADMINISTRATIVE SERVICES

City of Sun Prairie, WI (pop 35,895) seeks experienced and detailed leader to oversee city's Finance, Clerk, Assessor, HR and IT divisions. Establishes strategic priorities and sets the overall department vision. Prepares and implements short and long-term goals, objectives, and policies to ensure operations meet the needs of the organization as the community grows. Provides a collaborative work environment for subordinate managers and assists in identifying strengths, weaknesses, and opportunities; and removes barriers to success. Bachelor's degree in Finance, Legal Studies, Human Resources, or related field. Master's degree is preferred, or an equivalent combination of training/experience. Start \$110,000-125,000 Excellent benefits including WI Retirement system and access to Employee Wellness Clinic. **Deadline: 09/30/2021.** The City of Sun Prairie is committed to advancing equity, honoring our diverse identity, and creating an inclusive culture. Apply: www.cityofsunprairie.com/jobs. (608) 825-1174