

PUBLIC NOTICE – TOWN OF BLACK EARTH
SEEKING APPLICANTS TO SERVE IN THE OFFICES OF
TOWN CHAIR AND TOWN CLERK

TOWN CHAIR

As the result of the retirement of Ken Olson, the Town Board of the Town of Black Earth will appoint a new Chair. The appointment continues through April 2015.

The Chair presides at all Town Board meetings and is the leader of Black Earth Town government. It is a part time position with important responsibilities for the future of our community.

Any adult resident of the Town who has not been convicted of a felony is eligible to apply. This vacancy presents an important opportunity to serve your community.

If interested, please send a letter explaining your interest to: Town of Black Earth, PO Box 426, Black Earth, WI 53515 or email to clerk@town.blackearth.wi.us by March 20, 2014. Letters of application are public records.

TOWN CLERK

As the result of a resignation, the Town of Black Earth will appoint a Clerk to serve until April 2015. Any adult resident of the Town who had not been convicted of a felony is eligible to apply.

This is a part time position that works out of your home. Position requires an individual with solid administrative skills, attention to detail, accounting experience, QuickBooks is a plus. Applicant will need to attend evening board meetings. Other responsibilities include running elections, taking minutes at board meetings, and interacting with several government agencies, the Town Board and the public. Applicants must have good computer skills, communication skills, leadership and organizational skills and able to work alone.

If interested, please send a resume with cover letter to: Town of Black Earth, PO Box 426, Black Earth, WI 53515 or email to clerk@town.blackearth.wi.us by March 20, 2014. Letters of application are public records.

These two positions cannot be held by the same person.

Publish: 2/20/14

Brenda Kahl, Administrative Assistant