



Town Clerk-Treasurer

Position Profile



Public Administration Associates



www.townoftroy.org

The Town

The Town of Troy (population 5,558) is nestled between Hudson and River Falls, WI, and borders the beautiful St. Croix National Scenic Riverway. It is one of the western-most towns in St. Croix County and encompasses more than six miles of scenic riverway. Located within a short drive into the Twin Cities Metropolitan Area, the main highways that provide access to Troy are Interstate 94 and S.T.H. 35.

Troy has a total area of 37 square miles. The town is a mix of fertile farmland, beautiful woodlands, the scenic St. Croix River, and residential subdivisions. The Town of Troy is proud of its agricultural tradition and has put in place a development ordinance to protect the rural foundation of the community while allowing development of areas best suited for residential and commercial use.

Town of Troy residents and visitors are fortunate to have access to a wide variety of park and recreational opportunities that are provided and maintained under different jurisdictions. These include Glover Park (40 acres), Cove Boat Ramp, Pemble's Access, Troy Beach, Carpenter St. Croix Valley Nature Center (300 acres), YMCA Camp St. Croix (400 acres), two public golf courses, multiple horse training and boarding facilities, and bicycle and pedestrian trail systems. The St. Croix River provides a number of recreational opportunities including swimming, fishing and boating for residents and visitors. Troy is also the home of the Hudson Community Pickleball Association.

The Position

The Clerk-Treasurer manages the day-to-day financial and payroll operations; assists in the preparation of the annual town budget; compiles and posts agendas and minutes of the Town Board, Plan Commission, Board of Appeals, Board of Review and town meetings; administers the election process including voter registration; oversees various licensing functions; and performs other clerk and treasurer duties as required by the Town and Wisconsin State Statutes.

The Clerk-Treasurer is appointed and is confirmed by the five-member Town Board. All elected town officials serve two-year overlapping terms on a non-partisan basis. The Clerk-Treasurer directly reports to the Town Administrator and is responsible for managing the part-time Deputy Clerk-Treasurer and election workers.

Troy Town Finances

Troy's annual 2024 budget is \$2.2 million. The town has four full-time authorized positions (Administrator, Clerk-Treasurer and two Public Works Crewpersons) and 13 part-time/seasonal positions.

The Ideal Troy Candidate

The successful candidate must work harmoniously with staff, elected officials, and volunteers and have a collaborative style in carrying out policies and projects. The candidate will need to possess strong written and verbal communication skills and be able to think quickly and maintain self control while adapting to stressful situations. The ability to work accurately with attention to detail and solid math skills are critical. Strong work ethic, integrity, and an open communication style will be critical qualities needed to be effective as the next Clerk-Treasurer.



Skills and Experience

The successful candidate should have experience in the following areas: budget development and audit management, elections administration, preparation of meeting agendas and minutes, maintenance of municipal or other records, and creation of budget-related reports. Knowledge of Quickbooks or Workhorse-based ERP software is helpful.

Qualifications and Compensation

This position requires a High School diploma. A bachelor's degree in a related subject and/or a Wisconsin Certified Municipal Clerk certification is highly desired. Past experience in areas of accounting, municipal governance, project management or human resources are a plus but not required.

Starting salary range is \$64,000-\$71,000 DOQ plus excellent benefits.

How to Apply

Send cover letter, resume, references, and salary history in a single PDF by Thursday, September 12, 2024, 5:00 p.m. CST to darrell.hofland@gmail.com with email subject: Town of Troy, WI Clerk-Treasurer Search.

Questions regarding the position should be directed to Darrell Hofland, Public Administration Associates, LLC, at (920) 627-4538.

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.

Visit the community's website at [Town of Troy](http://TownofTroy.com) for additional information.