

**JOB POSTING**  
**TOWN OF LA POINTE**  
**TOWN ADMINISTRATOR**

The Town of La Pointe is located on beautiful Madeline Island in Lake Superior, a 25-minute ferry ride from Bayfield, Wisconsin. It is the largest island in the Apostle Islands archipelago, the rest of which comprise part of the Apostle Islands National Lakeshore.

There are around 300 permanent residents on the island, but the summertime population exceeds 3,000. The Town has 14 full-time and 18 part-time employees. In addition to maintaining roads and parks, the Town also operates a police and fire department, EMS, airport, recycling facility, library, and zoning department.

The Town Administrator shall be responsible only to the Town Board for the proper administration of the business affairs of the Town. The full job description can be obtained on the Town's website ([www.townoflapointewi.gov](http://www.townoflapointewi.gov)) or by e-mail request to [lapointeclerk@cheqnet.net](mailto:lapointeclerk@cheqnet.net).

Key requirements:

- Bachelor's Degree in Business Administration, Public Administration, Community Planning, or related field
- Three years minimum direct employment experience
- Have or obtain valid Wisconsin drivers license
- Proficiency in general accounting principles, public finance, municipal accounting and budgeting
- Experience in project planning and development
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various contractors
- Demonstrated experience in successfully managing employees
- Demonstrated experience in leadership

Job specifications:

- Full-time, at-will employee
- Wage depends on experience and qualifications
- Competitive benefits package
- No relocation or housing assistance

To apply:

- Send or e-mail cover letter and resume to [lapointeclerk@cheqnet.net](mailto:lapointeclerk@cheqnet.net), or Town Clerk, Town of La Pointe, PO Box 270, La Pointe, WI 54850
- Must be received by Town Clerk no later than 3:00pm Friday October 16, 2015