

## **Rusk County Administrative Coordinator**

Rusk County is accepting applications and resumes for a full time Administrative Coordinator. Responsibilities of the position include but not limited to; coordination of all administrative and management functions of the county government not otherwise vested by law in boards or commissions. (Please refer to job description for further explanation of responsibilities.)

Qualifications: Bachelor Degree in related field, with a minimum of four years of experience in administration of a public entity. Preference will be given to individuals who hold a Master Degree in related field and or administrative experience in county government. Current annual salary is \$80,990.00 however negotiable based on qualifications and work experience. Resumes & Applications can be sent to:

Rusk County Clerk's Office  
311 Miner Ave. E. Suite C150  
Ladysmith, WI 54848

Any questions regarding this position contact David Willingham, County Board Chair, at 715-205-3742 or email [dwillingham@ruskcountywi.us](mailto:dwillingham@ruskcountywi.us)

Closing date for accepting applications is 4:30 p.m. July 20th, 2018. Applications and complete job description are available at Rusk County Clerk's Office, 311 Miner Ave. E. Suite C150, Ladysmith, WI 54848 or on line on the Rusk County's website at [www.ruskcounty.org](http://www.ruskcounty.org).

*This institution is an Equal Opportunity Provider and Employer.*