

Buffalo County is seeking an
Administrative Coordinator

Applications are now being accepted for the **Administrative Coordinator** position with Buffalo County. Buffalo County is located within the unglaciated, Driftless Area of Western Wisconsin. Pepin and Eau Claire Counties form the northern border of the county, while Trempealeau County forms the eastern border. Three rivers also border the county; the Chippewa on the west, the Mississippi on the southwest and the Trempealeau on the lower eastern border. All of Buffalo County drains into the Mississippi River.

As appointed by the Buffalo County Board of Supervisors, per WI Statute 59.19, the Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

The exceptional candidate will possess a degree in business management, public administration, accounting, finance, economics or human resources with a preference given to those with ten (10) years experience at a responsible management level position, including five (5) years in county or municipal government. Starting salary range is based on related experience.

To apply, candidates must submit an online application at www.buffalocounty.com and upload a resume with cover letter, that includes salary history. For additional information contact the Buffalo County Administration Office at 608-685-6234

Applications will be reviewed as they are submitted with preference given to applications received before August 18, 2021, the position will remain open until filled.

Buffalo County does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Administration at 608-685-6234.

BUFFALO COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER