



232 WEST PLEASANT STREET  
POST OFFICE BOX 218  
NEW LISBON, WISCONSIN 53950

CLERK-TREASURER  
(608) 562-5213

ELECTRIC, WATER & SEWER DEPTS.  
(608) 562-3103

The City of New Lisbon (pop 2598) is accepting applications from qualified applicants to fill a full-time vacancy for the position of: City Administrator.

Position includes directing and coordinating activities of all city departments and utilities, preparation of annual city and utility budgets, financial forecasting, investigates availability of funding sources and grant opportunities, attends all City Council meetings, development of Ordinances and Resolutions, works with audit firm, and serves as benefit administrator.

The successful candidate must have knowledge of the principles and practices of local government and utility administration; financial administration; ability to compose clear and concise reports, memoranda, directives, and letters; and the ability to establish and maintain working relationships with the City Council, City Departments, and employees.

The position includes a comprehensive benefit package including medical, dental and vision insurance, Wisconsin State Retirement Plan, life insurance, income continuation insurance, paid holidays, vacation, and sick leave. Salary will be based on experience.

For questions or an application, please call (608) 562-5213. Applications, including a resume, references, and salary requirement can be mailed to City Clerk, 232 W. Pleasant Street, PO Box 218, New Lisbon, WI 53950, emailed to [nclerk@mwt.net](mailto:nclerk@mwt.net), or hand delivered by 3:00 PM on Monday, July 21, 2025.