

LANGLADE COUNTY EMPLOYMENT OPPORTUNITY PART-TIME ADMINISTRATIVE COORDINATOR

Langlade County is seeking a Part-Time Administrative Coordinator approximately 20 hours per week, not to exceed 1200 hours annually, to perform the functions and duties as specified in Section 59.19, Wisconsin Statutes, and to perform other legally permissible and proper duties and functions as the County Board shall from time to time assign either directly or through its Executive Committee. Successful candidates must be self-motivated, detail oriented, and interested in working in a cooperative, innovative, fast-paced team environment.

Education and/or Experience:

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, or related field, Master's Degree preferred.
- Work Experience: A minimum of three (3) years of work experience showing progressive responsibility and experience in an organization of similar size and/or complexity and a thorough understanding of government operations.

Salary: Competitive salary based on education and experience.

A County employment application must be completed and resumes attached. Application and job description are available on the County website (<http://www.co.langlade.wi.us>) or at the Langlade County Human Resources Department, 837 Clermont St., Antigo, WI 54409. Applications must be received by 7:30am on Monday, January 19th 2026, or until filled.

Pre-employment background check, drug and alcohol testing will be performed.

Langlade County is an Equal Opportunity Employer/Provider