

VILLAGE ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Village Administrator

TIME REQUIREMENTS: 25-30 hours per week

SALARY: Established by Council on hourly rate paid bi-weekly

JOB GOALS: Provide all administrative assistance for the Village Administrator. Treat all matters with discretion, confidentiality and tact. Expedite a smooth flow of information, communications, scheduling of equipment and supplies relative to the efficient operation of Village Administrator's office. Must be able to back up the Fiscal Officer for payroll and some day to day activities in the event of vacations or illness.

PERFORMANCE RESPONSIBILITIES:

1. Main Point of Contact person for residents of the village.
2. Answer main village phone and direct calls to appropriate departments.
3. Assist Village Administrator with communications with Service Department as needed.
4. Ability to conduct research on issues that the village would like to consider
5. Assist Village Administrator with purchase requisitions.
6. Assist Village Administrator with tracking appropriation status of Service Department budget.
7. Assist Village Administrator with tracking purchase order balances.
8. Assist in locating information and costs needed to initiate requisitions pertaining to ordering materials for the Service Department.
9. Notify residents in emergency matters.
10. Receive mail and correspondence for Village Administrator.
11. Prepare the monthly Village Administrator report for Council.
12. Prepare annual Tree City Reports, proclamations
13. Receive and record work requests, complaints and distribute to proper authority.
14. Ensure correctness of Service Department time cards, enter in computer if hand written to ensure proper calculation of hours.
15. Track leave balances of Service Department employees.
16. Assist Service Department employees with paperwork related to time off, expense reimbursement, uniform allowance, worker's comp, etc.
17. Type minutes for the monthly Service Committee and Planning Commission meetings from recordings.
18. Sending tree letters, invoices and tracking payments
19. Send paperwork to rent lodge and pavilions, keep track of park rentals & check lodge.
20. Arrange for periodic "deep cleaning" at lodge twice per year.
21. Assist in cemetery interment work orders and foundations
22. Assist Cemetery Sexton (Village Administrator) with sale of graves and give information to Fiscal Officer to create deeds.
23. Update Village & Local contact list as needed
24. Assist Village Administrator with Zoning issues and any reports required for committees
25. Attend all Board of Zoning Appeals meetings and take minutes; prepare transcripts if needed.
26. Must learn to back up the Fiscal Officer's position in regards to payroll, receipting money, paying bills, and creating purchase orders.

27. Perform all other duties as directed by Village Administrator and/or Mayor.

DISCLAIMER: The foregoing Job Description does not constitute an Employment Contract. The position of Administrative Assistant is an “at will” position, and the employee serves at the pleasure of the Village Administrator, the Mayor and Council.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extend of assignments such individuals may be given.