

Administrative Assistant

The Administrative Assistant is typically the initial contact point for residents and local/prospective businesses and contractors, providing information, services, products and answering questions. S/he also works with other staff, supporting general administrative and clerical tasks.

This role reports to the Village Mayor.

Job Description/Responsibilities:

- Mail/email management; scans, faxes, and copies documents
- Maintains electronic and hard copy filing systems
- Interacts with people via phone, email and in person
- Monitors/purchases general office supplies
- Issues annual boat stickers, boat launch keys and collects related fees
- Provides applications; accepts and processes building plans and permit information
- Issues building permits and collects fees; follows up to completion
- Processes liquor and business license applications
- Prepares letters to residents addressing Ordinance violations, tickets, etc.
- Acts as the primary point of contact for office equipment maintenance and service needs
- Creates and publishes monthly newsletters
- Maintains the Village website and social media platforms
- Updates the Village website using Word Press
- Prepares the annual Village calendar/schedule
- Communicates laws, Ordinances and other regulations pertaining to municipal administration
- Knowledgeable of Village services, organizational structure, and general operations to effectively direct and assist the public
- Monitors the status of resident's projects and follows up as needed
- Opens and stamps invoices in preparation for payment
- Performs routine office duties and runs Village errands as needed (ex: office supplies)
- Opens and closes the Village Hall for business

The Administrative Assistant provides backup to the Village Clerk in his/her absence or as related to specific delegated duties as assigned.