

JOB SUMMARY

TITLE: Administrative Assistant

DEPARTMENT: Village Administration

REPORTS TO: Village Manager

DATE APPROVED:

This description is intended to describe the general nature and level of work. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This summary is not intended limit, or in any way modify, the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

JOB SUMMARY:

Provides day to day secretarial and administrative support to the Village Manager. Office administration responsibilities include payroll and benefits administration, utility billings, calendar coordination, scheduling and general oversight of administrative activities within Village Hall. Screens, routes and responds to correspondence from a variety of mediums(visitors, phone, email, mail and fax) This position creates routine correspondence, recurring reports, memos and agendas with minimal direction. Includes working with spreadsheets, graphics and flowcharts. Frequently receives and relays sensitive information.

KNOWLEDGE:

High school graduate or GED certificate required, Associates Degree preferred. Three years of secretarial or office administration experience or a combination of appropriate education and experience. Very good knowledge of financial record keeping and office clerical responsibilities. Very good knowledge of 'Word' 'Excel', 'Powerpoint' and other 'Windows' programs.

SKILLS:

Strong interpersonal skills and experience able to work individually and as a member of a team. Strong written and verbal communications skills, strong organizational skills. Ability to prioritize work and meet deadlines.

ABILITIES:

Ability to deal with a variety of tasks and assignments and to follow verbal and written instructions.

DECISION MAKING:

Reports to the Village Manager, however must be able to work independently to meet the various assignments and deadlines.

WORKING CONDITIONS:

Work is in an office environment and requires the ability to sit at a clerical workstation for up to an hour at a time. May require ability to lift up to 25 lbs.

WORK OF OTHERS:

This position is not responsible for the supervision or the work of others.

POSITION ACCOUNTABILITIES

1. Performs administrative and secretarial tasks as assigned by the Village Manager.
2. Responsible for weekly payroll and monthly utility billings.
3. Responsible for the receipt and routing of all incoming communications.
4. Maintains Village Manager's calendar and coordinates scheduling.
5. Attends meetings as assigned.