



### **JOB SUMMARY**

**TITLE:** Administrative Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** Village Manager

**PAY GRADE:** TBD by skills

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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:**

Provide 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, fax and electronic).
- creates routine correspondence, recurring reports, memos and agenda with minimal direction includes working with spreadsheets, graphics, website, social media, PowerPoint and flowcharts.

### **MINIMUM LEVEL OF EDUCATION REQUIRED:**

High school graduate or higher. Five 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. Computer literate with experience in Word, Excel, PowerPoint, and internet fluency.

### **SKILLS:**

Strong interpersonal skills and experience able to work individually and as a member of a team. Advanced written and verbal communication skills, solid organizational skills. Ability to prioritize work and meet deadlines. 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 deadline.

### **WORKING CONDITIONS:**

Work is in an office environment and requires the ability to sit at a clerical workstation. May require lifting 25 lbs.

### **WORK OF OTHERS:**

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