



Village of Sister Bay

Job Title: Administrative Assistant

Department: Administration/Parks & Streets

FLSA Classification: Non-exempt

Summary Description:

Under supervision of the Village Administrator and the Parks and Streets Director, the Administrative Assistant performs a variety of complex administrative duties requiring a thorough knowledge of local government organization procedures and precedents and performs related work as required. This position requires the ability to work independently, while exercising good judgment and initiative.

This is an hourly position with flexible hours, performing a variety of clerical and administrative duties. It is a non-exempt position under the FLSA.

It is estimated approximately 50% of the Administrative Assistant's time is devoted to general village administrative work, and 50% dedicated to administrative needs within the Parks and Streets Department.

Essential Functions:

Drafts and types letters, staff reports, ordinances, resolutions, public hearing notices, Plan Commission and committee packet materials, minutes, agendas from tapes, notes, handwritten drafts and other primary sources. Determines priority of, and routes correspondence; composes routine correspondence; and independently prepares correspondence not requiring the Village Administrator's personal attention. Drafts and submits permit applications to other agencies on behalf of the village and takes actions as necessary to ensure permit conditions are adhered to.

Responsible for the printing, collating, distribution and mailing of meeting packets, newsletters, and related items. May transcribe tapes of public hearings and prepare excerpts of meeting minutes. Attends various daytime and night-time meetings, and takes and transcribes minutes as required. Assists in the posting and publication of notices and agendas in conformance with Wisconsin State Statutes. Assists the Village Clerk with responses to Open Records requests.

Assists the public with general zoning and Municipal Code questions; prepares applications to be forwarded to the Zoning Administrator for processing; receipts and logs all applications. Provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.

Establishes and/or maintains filing systems for the Village Administrator and Parks and Streets Director, and keeps those records current by entering data in accord with established practices and procedures.

Performs data entry functions for the Village Administrator and Parks and Streets Director as necessary; operates computer software and provides the appropriate information to the work unit.

Submits invoices and ensures expenditures are as approved by the Village Administrator or Parks and Streets Director.

Makes reservations for conferences, equipment, and the use of the village's facilities, including recreational facilities.

Serves as liaison to the Sheriff's Office and Department of Transportation, and other agencies as required.

Additional Responsibilities:

Responsible for updating, generating content, coordinating and managing the Village's web site as well as the Village's Intranet Site.

Provides general information on permit and facility reservation fees, memorial programs administered through the Parks and Streets Department, as well as other related information and application forms to applicants and the general public.

Manages the collection and receipting of all zoning, development and Parks and Streets program monies. Maintains a daily cash drawer and receipt log.

Performs general office filing; logs in Development Agreement and subdivision and plat information; assists the Village Administrator with monitoring the terms of Development Agreements with respect to fiscal responsibilities and expiration dates. Prepares, maintains and stores records, files and logs related to permit issuance and inspections and Parks and Streets activities.

Answers telephone and email inquiries from staff, citizens, vendors and other municipalities.

Attends meetings and training seminars to maintain current knowledge of State and Federal regulations and requirements.

Assists with grant applications, implementation and tracking of expenditures and activities.

Serves as the first point of contact for office walk-in traffic, phone calls and general email inquiries.

Performs related duties as assigned.

Supervision/Accountability:

Directly accountable to the Village Administrator and the Parks and Streets Director.

Knowledge:

The Administrative Assistant must have good working knowledge of government procedures and practices as well as modern office methods and procedures, equipment and filing systems; statistical and record-keeping principles and procedures, business letter and report-writing techniques, and related software programs. The Administrative Assistant must also be able proofread accurately, and must also have knowledge of the various provisions of the Sister Bay Municipal Code. Knowledge of electronic data

processing systems and personal computers is also required. Able to research laws and interpret Wisconsin State Statutes and Administrative Codes necessary.

Skills/Abilities:

The Administrative Assistant must have the ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communication skills, verbal and written, with a diverse range of people, including the proper handling of emotional situations; the ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; the ability to meet the public tactfully and courteously, and being able to answer questions in person and over the telephone is crucial. Must also have the ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. The Administrative Assistant must be able to perform responsible secretarial work requiring independent judgment with speed and accuracy; and must also be able to learn, interpret, and apply organizational policies, laws, rules and regulations in a number of different situations, while taking responsibility for the compilation and organization of reports; the composition of correspondence on one's own initiative, having the ability to type accurately from a clear copy or from dictation equipment at a speed of at least 65 words per minute; and make arithmetic calculations with speed and accuracy. The Administrative Assistant must also have the ability to research and obtain pertinent information through various resources. Considerable ability and proficiency with desktop computer equipment to process, access, retrieve, or input information using Windows, word processing and spreadsheet software, or other standardized software common to the work unit or as assigned is desired.

Education/Experience:

Any combination of equivalent education and experience which provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in word processing and spreadsheets, supplemented with general business office courses, and an associate degree or similar course work from an accredited business school/college. At least two years' experience in an office with administrative responsibilities, such as experience as an executive secretary or Office Manager is required.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to use their hands to type. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and would be representative of a business office.

Tools and Equipment Used:

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, spreadsheet, database and word processing software; network computer system; telephone; 10-key calculator; copy machine; FAX machine; meeting recording software and equipment.

License/Certifications:

Possession of a valid Wisconsin Motor Vehicle Operator's License and willingness to use one's own vehicle in the course of performing required duties is required. Must be capable of becoming a Notary Public.

Special Conditions of Work:

Must be capable of attending night-time meetings to act as recording secretary to various commissions, boards or committees. The work week can be flexible to accommodate night-time meeting attendance, the needs of the job and needs of the employee.

The duties listed above are intended only as illustrations of the various types of work that may be performed by the Administrative Assistant. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sister Bay is an Equal Opportunity Provider and Employer