

Company Overview

Town of Thomson

Role Overview

We are looking for a dedicated customer service and detail-oriented Administrative Clerk to join our municipal team. This role is instrumental in supporting the Township Clerk/Treasurer and other office staff in administrative functions, ensuring compliance with local, state, and federal regulations, and enhancing community engagement. As a member of our team, you will be responsible for maintaining accurate records and assisting in the execution of township policies.

Responsibilities

- Assist the Township Clerk in the administration of township operations and services, including records management, public inquiries, and community outreach as well as backup for the Town Clerk/Treasurer in the event the Clerk/Treasurer is unavailable.
- Prepare and maintain official township documents, including minutes of meetings, ordinances, resolutions, prepare public hearing notices, prepare agenda reports & packets for the planning & Zoning commission and Board of Adjustment & Appeals meetings as well as taking detail minutes for publication and other legal documents as required.
- Help coordination of elections, ensuring compliance with applicable laws and regulations
- Help in managing websites, setting up printers, computers etc. and other technological items as needed.
- Assist in preparing various reports (financial, statistical, or operational) on a monthly, quarterly and yearly basis or as requested.
- At times will help with the preparation and distribution of meeting agendas and packets, ensuring timely communication with stakeholders.
- Ensure communication between department heads and the public, providing exceptional customer service and support via telephone or email or in person.
- Assist in the development and implementation of policies and procedures to enhance operational efficiency.
- Receive, open and distribute incoming mail/deliveries and aid on outgoing mail/deliveries.
- Scheduling Community room and park use rentals. Completion of rental applications, collecting fees, provide a monthly schedule of open and closing the facilities, verifying facilities condition before/after events and return and damage deposit if applicable.
- Review claims/checks and mails. File vouchers and other documents as necessary.
- Maintains accurate & timely records of the permit process; inputs & maintains data on permitting activity; Generates required monthly and annual reports
- Reconcile payments received with bank deposit.
- Research and update information as necessary, Answer questions and provide information on sewer connections, billing and other questions as they pertain. Process applications for permit requests.
- Processing billings, including printing, separating and stamping and delivery to the post office to ensure timely mailings.
- Under direction of Town Zoning official, performs a variety of panning tasks at the public counter and the office, including basic intake and review of a wide variety of land use and development proposals, basic file research and maintenance and map reading: prepare simple technical reports, Create and maintain databases and other duties as required.
- Administrative support for the Zoning official by applying basic procedures of Township Land use ordinances, comprehensive plan and other regulatory guidelines to receive and review routine applications, complex problems are referred to the Town Zoning Official including the handling of private and confidential data.

- Perform other job-related duties as assigned.

Required and Preferred Qualifications

Required:

- Bachelor's degree in public administration, Business Administration, or a related field.
- 2+ years of experience in municipal government or a similar administrative role.
- Strong understanding of local government operations, regulations, and compliance requirements.
- Excellent customer service, written and verbal communication skills

Preferred:

- Experience with electronic records management systems and municipal software applications.
- Knowledge of election laws and procedures.
- Prior experience in accounting/cash management
- Experience working in a growing city or county.

Technical Skills and Relevant Technologies

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Familiarity with content management systems and database management
- Experience with project management tools and software

Soft Skills and Cultural Fit

- Strong organizational skills with meticulous attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Proactive approach to problem-solving and decision-making.
- Commitment to fostering a culture of transparency and community engagement.
- Strong interpersonal skills with the ability to work collaboratively with diverse teams.

Benefits and Perks

Salary range: [\$SALARY_RANGE]

Additional benefits may include:

- Comprehensive health, dental, and vision insurance
- Retirement savings plans with employer contributions
- Generous paid time off and holiday schedule
- Professional development opportunities
- Flexible work schedule to promote work-life balance

Equal Opportunity Statement

The Town of Thomson is committed to diversity in its workforce and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, sex, gender expression or identity, sexual orientation or any other basis protected by applicable law.

Location:

25E. Harney Rd Esko, MN 55733

Encouragement Note: We encourage applicants who may not meet all the qualifications to apply, as we value diverse experiences and perspectives.