



## **Administrative Assistant Village of Third Lake April 2025**

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

This role reports to the Village Mayor. Work hours and days will vary depending on the needs of the Village. The Village employs two Administrative Assistants who work as a team to coordinate and provide coverage for all hours the Village Hall is open. On average, a work week consists of 12 to 18 hours worked over 2 to 3 days.

### **Job Description/Responsibilities:**

Primary responsibilities include:

- Opening and closing the Village Hall on scheduled workdays
- Using knowledge of Village services, organizational structure, and general operations to effectively communicate with and answer questions from residents and vendors via phone, email and in person. Common examples include communicating laws, ordinances and other regulations pertaining to municipal administration to residents
- Managing incoming and outgoing mail, email, scans, and faxes
- Performing general office duties as defined (ex: making copies of documents)
- Issuing annual boat stickers, boat launch keys and collecting related fees
- Providing applications for permits upon request (ex: building, solicitor, special use)
- Accepting, reviewing and processing building plans and permit information
- Issuing permits and collecting applicable fees
- Monitoring status of building projects, following up as needed to ensure compliance and completion
- Taking payments for and issuing receipts for liquor and business license applications
- Opening and stamping incoming invoices
- Monitoring inventory of general office supplies
- Performing Village errands as needed (ex: purchasing office supplies)
- Researching information as requested
- Creating and publishing monthly newsletters

- Preparing the annual Village calendar and schedule
- Submitting records retention applications to the State for proper disposal of records
- Becoming a Notary Public and providing those services to residents as needed
- Identifying and implementing process improvements and efficiencies
- Leading the coordination of special events and community activities
- Attending seminars and workshops as needed

The Administrative Assistant provides backup to the Village Clerk in his/her absence or as related to specific delegated duties as assigned. These most commonly include but are not limited to:

- Being the point of contact for office equipment maintenance and service needs
- Maintaining electronic and hard copy filing systems
- Preparing meeting agendas
- Preparing and issuing Board packets
- Posting and sending agendas and meeting materials in compliance with federal and state regulations
- Preparing meeting minutes
- Posting meeting minutes to Village website
- Acting as the Open Meetings Act Officer and FOIA Officer
- Maintaining FOIA records and files
- Providing oversight of all business, gaming and alcohol licenses
- Reviewing applications and issuing business registrations, liquor licenses, and gaming licenses
- Managing updates to the Village webpage
- Participating in the development of procedures for permitting

### **Skills and Competencies**

- Proficiency in Microsoft Office products, including Publisher, Excel, Word, and Outlook
- Strong verbal communication skills with a focus on the customer
- Attention to detail
- Strong organizational skills
- Teamwork orientation