

Job Title: Administrative Assistant

Reports to the Mayor of the Village

Essential Functions and Duties

1. Answers telephones and responds or takes messages. Maintains a log of all calls received. Directs preparation of reports on behalf of the Mayor, Council and Fiscal Officer.
2. Attends all Council, Planning Commission and Board of Zoning Appeals meetings. Takes and transcribes minutes of all proceedings. Preserves the minutes. Ordinances and resolutions in an orderly manner. Prepares and posts the agenda for all meetings. Maintains and logs the official records of Council and all Boards and Commissions.
3. Provides a visible link between all Village Officials and the public. Responds to all public inquiries and or complaints. Refers these calls to the proper official or agency. Provides requested information in a timely manner.
4. Schedules meetings and appointments for the Mayor. Maintains an appointment book on his/her behalf and sends reminders when necessary.
5. Composes correspondence for the Mayor and other officials as necessary. Performs all typing and simple spreadsheets at the request of the Mayor.
6. Maintains the Village website and face book page.
7. Assists the Police Department with clerical duties when needed.
8. Acts as a backup for the Assistant to the Fiscal Officer in case of his/her absence.
9. Maintains the Village Petty Cash Fund.
10. Assists with purchasing function. Maintains simple inventory of office supplies. Orders supplies upon direction of department heads.
11. Assists in simple maintenance and upgrades of all computer equipment. Maintains copier equipment and calls for service as necessary.
12. Responsible for records retention schedule. Person will be trained if unfamiliar with this function. Responsible for records disposal when required.
13. Maintains all files in the Mayor's Office.
14. Update the employee handbook when changes are made by Council.
15. Updates contact lists as necessary.
16. Other clerical and office duties as directed by the Mayor or his/her designee.