

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Immediate Supervisor(s): Village Administrator and Village Board

The Administrative Assistant shall be responsible for assisting in the preparation of updated job descriptions, organizational charts and rules and regulations. Under the direction of the Village Administrator and the Village President, the Administrative Assistant shall be responsible for the maintenance of all confidential records and memoranda, and the rules and regulations of all departments, and typing and maintenance of records dealing with correspondence from the Village Board, Police Commission and West Milwaukee Community Development Authority (WMCDA), Tourism Commission and Joint Review Board. The Administrative Assistant will be responsible for confidential and personnel records and typing and maintenance of records dealing with correspondence from the Village Board.

EXAMPLES OF WORK:

Responsible for maintenance of all executive records including, but not limited to, Village Board, West Milwaukee Community Development Authority (WMCDA), Tourism Commission, Joint Review Board (JRB) agendas and minutes; memoranda, resolutions, ordinances, confidential records, and personnel records.

Typing of all meeting notices, agendas and minutes for all committees, commissions, Village Board, Tourism Commission, JRB and WMCDA.

Familiar with the rules and regulations of all departments, including the Village Board, Police Commission, Joint Review Board, Tourism Commission and West Milwaukee Community Development Authority.

Maintenance of correspondence and records, including confidential correspondence, for the Village Administrator and the Village President.

Maintenance of all department policies and records as assigned by the Village Administrator.

Responsible for liaison activities between the Village Administrator, Department Heads and elected and appointed officials.

Maintain and organize all paperwork relevant to current and pending issues for upcoming meetings and sending appropriate agendas and minutes to the media, etc.

Attendance at all Committee Meetings and Village Board Meetings.

Maintaining ordinances and resolution, including formatting and assigning and tracking of all ordinance and resolution numbers as they are granted by the Board of Trustees. Verify that ordinances are correctly posted and forward all ordinances for recodification and distribute new pages for code book.

As required - organize and prepare paperwork regarding Tax Increment District Project Plan and Boundary Amendment recertification including notification of all property owners, metes and bounds legal boundary description, parcel list, Tax Increment District boundary tax key number key map (GIS) and meeting postings, agendas and minutes.

Maintenance of all employment application records, including test results for the Department of Public Works. Preparation and placement of advertisement for job openings, maintain and update tests, test keys and materials required for testing. Assist with the written test and physical agility test. Correction of written test and ranking of candidates. Mail letters to candidates notifying them of the status of their application in the hiring process.

Assist with preparation of the Police Commission agendas, meeting packets, posting of agendas and notification to media. Prepare all meeting minutes. Mail letters to candidates notifying them of the status of their application in the hiring process.

Acts as the Deputy Clerk and assist in the Clerk/Treasurer's Office when necessary. When working in the office, individual must be able to answer questions, or direct customer to correct location. Counter work consists of permits, licenses, health insurance payments, tax payments and property information, etc.

Preparing and maintaining the Beverage Operators Licenses. Ensure that correct documentation is received to process application, place item on agenda and notify License Committee Chairperson of pending license application. After Board review notify applicant if license is not approved; if license is approved prepare license for signature and update related documentation.

Responsible for organizing the Employee Recognition Program. Maintenance of anniversary dates and organization of recognition letters for program. Arrange check disbursements and order Village merchandise as provided in the program guidelines.

Coordinating all articles for the Village Newsletter; notification and follow-up of deadlines.

Responsible for organizing the Golden Agers Christmas Party. Updating list of Village residents that qualify for the party. Preparation of letter soliciting funds for event. Preparation of invitations and tickets for invitees. Organize decoration and volunteers. Manage foods and gifts for over 100 guests. Coordinate the set-up and clean-up of the party. Track donations and follow-up with thank you letters for all donations.

Responsible for organizing the West Milwaukee Clean- Up. Prepare all correspondence soliciting funds from Village Businesses, track all donations received and prepare thank you letters. Prepare posters to advertise the event and place information on the Village web site.

Organize, create and maintain the Village and Tourism web sites. Understanding role of web hosting company, ability to maintain the web sites using WordPress or similar software

Prepare all PowerPoint presentations for Board meeting or special events as directed by the Village Administrator.

Maintain list of all Board members and commission members, notify Village President of expiring terms for commissions, place list on agenda for approval and prepare oath of office.

Update and maintain contract books.

Ability to use, understand and prepare maps from the GIS system (Geographic Information System)

Preparation of proclamations

Prepare and publish public hearing notices.

Assist in depositing of cash and checks for the Village.

Assist in coordinating the Village budget documents and the final Village budget.

Prepare business cards for Village employees.

Other job responsibilities as directed by the Village Administrator and/or Village President.

ESSENTIAL KNOWLEDGE SKILLS:

Basic knowledge of the organization, purpose and functions of Village Government and Wisconsin Statutes.

Basic knowledge of the Village Board, Commissions and Committees created to advise the President or Village Board, to set public policy or regulate Village activities.

Basic knowledge of the functions of the Village Clerk/Treasurer.

Ability to communicate in an effective and diplomatic manner with Village Officials, Public Officials, residents, media representatives and individuals and groups seeking information or assistance.

Ability to plan, organize, coordinate and direct the activities of subordinates.

ESSENTIAL FUNCTIONS:

Under the direction of the Village Administrator and Village President, assist in the development of agendas for meetings of the Village Board, Tourism Commission, CDA and JRB; provide notice to the public and the media of meetings; prepare and distribute materials needed to support agenda items; attend meetings as required and provide advice on substantive or procedural matters.

Prepare and issue all licenses granted or authorized by the Village Board with the acceptance of the Liquor Licenses.

Serve as the legal Deputy Custodian of Village records, including Ordinances, Resolutions, licenses and permits granted or authorized by the Village Board; maintain an Ordinance and Resolution Book in which is recorded at length, in chronological order, Ordinances, Resolutions, rules, regulations and bylaws; and serve as Deputy Custodian of the Village Seal.

Provide administrative and support assistance as needed by the Village Administrator and Village President.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED:

Computers; printers; facsimile transmission equipment; photocopiers; electronic typewriters, tape recorders and calculators. Proficient with Excel, Microsoft Word and Microsoft outlook. Knowledge of PowerPoint and Publisher a benefit.

MINIMAL EDUCATIONAL REQUIREMENTS:

High School Graduate or G.E.D. equivalent required, with proven administrative and record-keeping abilities. The position requires transcription, Dictaphone and photocopying skills and abilities, in addition to proven secretarial and typing skills.

TRAINING AND EXPERIENCE:

The position requires proven public relations abilities and demonstrated communication skills.

Due to the confidential nature of the position, the Administrative Assistant position requires absolute discretion and schedule flexibility to assist the Village Administrator and Village President in conducting Village business.