



ADMINISTRATION/PUBLIC WORKS ASSISTANT

Part-Time Position
36 Hours/Week
Monday through Friday

ADMINISTRATOR/CLERK-TREASURER/DIRECTOR OF PUBLIC WORKS

PURPOSE:

The Administration/Public Works Assistant position requires an individual who is capable of exercising good judgment and who possesses the skills, personal disposition, and psychological qualities generally required of people who work well with the public. Work involves customer service, keeping accurate records, data entry, clerical work, and a variety of administrative functions, many of which are confidential. This employee fills in for the Account Clerk/Payroll Clerk and Utility Clerk in their absences, and is under the direct supervision of the three Department Heads.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required.
- Three (3) years customer service experience, office administrative support, or working in a government environment, or any combination that provides the required knowledge, skills, and abilities.
- Must be efficient and accurate in accessing, inputting, and retrieving information from a computer.
- Must be skilled in Microsoft Word, Excel, social media, email, and the internet.
- Must be able to learn specialized software programs quickly, to operate them independently, and to learn new programs as they are acquired.
- Excellent organizational skills and the ability to easily respond to change.
- Essential to have pleasant, courteous and tactful customer service skills.
- Must have good writing, proofreading, and data entry skills.
- Excellent communication skills, both written and oral.
- Possession of, or ability to obtain, Notary Public Certification within six (6) months of date of employment.
- Must pass a pre-employment physical and complete background check.

JOB FUNCTIONS:

Administration Job Duties:

- Provide service or information to the public in a courteous and tactful manner.
- Perform public reception duties and be first point of contact for public inquiries.
- Provide information from files and records quickly and accurately in written form and verbally in response to requests.
- Provide general clerical assistance/office support functions, word processing, spreadsheets, typing of board and committee agendas, meeting packets, and minutes, forms, letters, and miscellaneous documents.
- Work with new employees to complete employment and benefit forms and enroll employees in applicable benefits.
- Assist with maintaining employee benefit files and training files.
- Complete letter and large mailings, copying, and organization of packets for meetings, hearings and notifications.
- Update the Village webpage and Facebook site frequently.
- Serve as, and perform the functions of, the Deputy Clerk-Treasurer. Some duties would include assistance with elections, alcohol licenses, property and personal property taxes and payments, and preparation of repetitive vouchers.
- Keep minutes books and resolutions ordinance, and contract/agreement databases current.

- Assist with: ordering of supplies; balancing checking accounts; issuing dog licenses; updating bulletin boards and public materials/lists; digital archiving of Village records/ and preparation of documents for the annual Village budget.
- Maintain Union Cemetery records and be point of contact regarding same.
- Work with auditors during Village audits including the Water and Sewer Utility audit.
- Balance petty cash box on a regular basis and submit receipts to Clerk-Treasurer.
- Mail check payments and documentation to vendors.
- Serve as backup for the accounts payable and payroll functions.
- Maintain strict confidentiality of communications, documents, and other matters.
- Any and all other duties and functions as needed or directed by the Administrator or Clerk-Treasurer.

Public Works/Water & Sewer Utility Job Duties:

- Backup for: utility billing and receipting process; service shut-offs; Water and Sewer mailings; handling paperwork for Public Works Director; and providing general Utility clerical assistance as requested.
- Backup for: maintaining, processing, and updating water meter programs; and tracking meter program for Public Service Commission reporting.
- Maintain confidentiality of all matters related to the utility bills and other matters.
- Process complaints and requests from the public regarding Village streets and utilities.
- Process sidewalk repair and installation notifications and mailings.
- Process requests for right-of-way, driveway, and utility permits.
- Book events and meetings at the parks and Village buildings. Keep the calendars up to date.
- Backup for general clerical support to the Wastewater Treatment Plant Operator and staff.
- Any and all other duties and functions as needed or directed by the Director of Public Works.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

- The Administration/Public Works Assistant must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system with voice mail, and miscellaneous equipment and accessories customarily used in an office environment.
- Ability to calculate, edit, evaluate, organize, plan, research, coordinate, implement, and present.
- Ability to understand and communicate to others in English and to carry out oral and written instructions.
- Excellent reputation for, and the ability to, maintain confidentiality of sensitive information.
- Knowledge of modern practices and procedures employed in general business.
- Ability to keep clear and concise records.
- Ability to receipt in funds, accurately account money, and make correct change.
- Ability to schedule and prioritize work and to work independently performing the duties of job.
- Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with the general public, fellow employees, and supervisors.
- Ability to use good judgment and human relations skills to manage reactions appropriately with irate customers, the public, Village employees and contractors, and elected and appointed officials.
- Ability to perform job responsibilities in a timely manner to meet deadlines and to concentrate and accomplish tasks despite interruptions.
- Working knowledge of municipal operation and organization, or the ability to acquire such knowledge in a relatively short period of time.
- Working knowledge of Village ordinances and other requirements governing municipal operations or the ability to acquire such knowledge in a short period of time.
- Ability to learn and follow Village policies and regulations.

ESSENTIAL PHYSICAL REQUIREMENTS:

These are the essential demands required to perform the Administration/Public Works Assistant job: prolonged sitting; frequent bending, stooping, or stretching; lifting up to 20 pounds; eye-hand coordination and manual dexterity; ability to distinguish letters or symbols; and, ability to adjust and operate office equipment.

ESSENTIAL ENVIRONMENTAL REQUIREMENTS:

The job site is the Village Municipal Services Center. The environment is indoor, controlled, and nonhazardous.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.

May 5, 2017