

# VILLAGE OF CENTRAL LAKE

## Job Description for Administrative Assistant

### General Summary

The administrative assistant shall be a part-time position the work hours and compensation of which shall be determined from time to time by the Village Council. The person holding the position of the administrative assistant may be the same individual who holds the appointed office of Village Clerk/Treasurer or may be a different individual. The administrative assistant position shall report directly to the Village President.

### Job Duties

- The administrative assistant shall provide office/administrative support to the Village President, the Village Clerk/Treasurer, and Village Council and its various committees in fulfilling their respective statutory duties.
- The administrative assistant shall use his or her best efforts to keep informed concerning current federal and state legislation and administrative rules that may affect the Village, and shall report his or her findings to the Village Council.
- The administrative assistant shall use his or her best efforts to keep informed of federal and state grant opportunities that would be beneficial to the Village, shall report his or her findings to the Village Council, and shall submit grant applications after approval from the Village Council.
- The administrative assistant shall update and oversee the Village website and Facebook page, consistent with the directives of the Village Council.
- The administrative assistant shall be responsible for the campground reservation system for the Thurston Park Campground.
- The administrative assistant shall perform other duties as assigned by the Village President and/or the Village Council.

## **Required Knowledge, Skills, and Abilities**

- High school diploma or the equivalent.
- Skills in effectively communicating ideas and concepts both orally and in writing.
- Skills in the use of office equipment and technology, computers and related software and the ability to master new technologies.
- Ability to manage multiple priorities and work effectively under stress and within required deadlines.
- Ability to establish effective working relationships with village officials and members of the public, utilizing professionalism, good judgment, initiative, and resourcefulness.
- Must possess a valid driver's license.
- Ability to attend meetings when requested outside of normal business hours and/or travel to other locations as requested.