

**VILLAGE OF ALMONT
JOB DESCRIPTION**

BUILDING CLERK/ADMINISTRATIVE ASSISTANT

Supervised by: Almont Village Manager

Position Summary:

Performs a range of secretarial, clerical, and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, divisions, and/or departments with general oversight provided by the Village Manager. Supports efficient municipal operations by providing recommendations for process improvements. Interfaces with members of the public in a professional and helpful manner.

Essential Job Functions:

The Administrative Assistant's duties include (but are not limited to) the following essential job functions:

1. Distributes and maintains notices related to the rental inspection process and program, the *International Property Maintenance Code* (as adopted by the Village of Almont), ordinance enforcement activities, and other Village programs, policies, and ordinances.
2. Develops forms (to be approved by the Village Manager) for maintain records and completing general needs.
3. Contacts members of the public and other organizations, as needed, to complete assigned duties.
4. Performs general research related to municipal operations.
5. Completes administrative work in support of the Almont Community Parks and Recreation Board, at the direction of the Village Manager.
6. Acts as a liaison between the Village Manager, Building Department staff, and other Village and Township employees, as needed to support general operations.
7. Issues and maintains building and trade permits under the guidance of the official Building Department permit clerk.
8. Performs other work as required by the Village Manager or operational needs.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The Village of Almont is an Equal Opportunity Employer.

The minimum qualifications for the position of Administrative Assistant include the following:

- A high school degree or G.E.D.
- Experience in completing secretarial and/or clerical work.
- Excellent communication skills.
- Skill in compiling and analyzing complex data and conveying such information to residents and others in an easily understood manner.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer; communicate by telephone, e-mail or in person; and move around the office or travel to other locations.

Compensation

Compensation paid to the Administrative Assistant varies depending on the duties performed. The Administrative Assistant is paid a stipend in the amount of \$30.00 per building, mechanical, plumbing, and/or electrical permit which he/she proposes and issues. The Administrative Assistant is paid hourly, at the rate of \$8.15 per hour for all other duties performed. The Administrative Assistant will document each building, mechanical, plumbing, and electrical permit issued and each hour of service for other duties performed, in fifteen-minute increments, providing a weekly accounting to the Village Manager for review.

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