



Notice of Village Administrative Assistant/Zoning Administrator Job Posting

The Village of Blissfield is accepting applications to fill an administrative assistant/zoning administrator position. The position under the general supervision of the Village Administrator, performs clerical/receptionist functions in support of the daily activities of the office. Additionally, the position enforces the zoning ordinance including but not limited to code enforcement violations, zoning applications, and building permits.

Qualifications:

- Knowledge of
 - Village services, organizational structures, and general operations to effectively direct and assist public.
 - Office equipment, including computers and related software.
- Ability to
 - To exercise discretion and maintain confidentiality regarding highly sensitive matters.
 - Work constructively and interact professionally with other employees, elected officials, the public the media and professional contacts.
 - Prioritize and schedule workload appropriately.
 - Be able to work independently with little supervision.
 - Coordinate multiple tasks and maintain attention to detail.
- High School diploma or equivalent with additional specialized training through a technical, vocational, or business school. Associate's degree or equivalent preferred.
- Valid Driver's License

Compensation: Starting Wage \$22.29/hour, post probationary wage \$22.98 plus benefit package.

For a full job description please email clerk@blissfieldmichigan.gov

An application should be sent to the Village of Blissfield Attn: Village Clerk, 130 S. Lane St. - PO BOX 129- Blissfield, MI 49228. **Closing date is 5:00 p.m. on Thursday September 28, 2023** (postmark is NOT acceptable). **The Village of Blissfield is an equal opportunity employer.**