



**Administrative Assistant/Zoning Administrator Job Description**  
**Adopted- 02.13.2023**

**Position Summary:** 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.

**FLSA Status:** Non-Exempt

**Reports to:** Village Administrator.

**Supervises:** N/A.

**Essential Job Functions:** An employee in this position is required to perform the following essential functions, with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Act as receptionist for the Village Office and Police Department.
2. Provide administrative/clerical support for Village Clerk/Treasurer, Police Department, and Administrator.
3. Act as facility coordinator for Village Office.
4. Wait on customers for Village Office and Police Department.
5. Answer telephones for Village Office and Police Department.
6. Provide administrative assistance for Village Clerk (building/zoning permits, payroll as needed, general clerical work, etc.).
7. Provide administrative assistance for Village Treasurer (utility billing as needed, collection, utility deposits, tax collection, data entry for BS&A and general clerical work, etc.)
8. Provide administrative assistance for Police Department (filing, police records, general clerical work, permits/licenses, data back-ups, data entry, evidence maintenance, etc.).
9. Provide administrative assistance for Village Administrator (general clerical work, etc.)
10. Provide coordination of Village Office building services, including phones, computers, FAX, copier, HVAC, plumbing, office supplies, etc.
11. Update Village Website.
12. Provide administrative assistance for Parks and Recreation Coordinator as needed.
13. Must become thoroughly familiar with zoning ordinance and appropriate forms.
14. Accepts, and reviews zoning permit applications. Determines compliance and completeness of the application.
15. Identifies and inventories non-conforming uses.

16. Attends Planning Commission and Construction Board of Appeals meetings as needed to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
17. Investigates alleged violations of the ordinance and advises landowners/applicants of necessary corrective measures. Keeps record of said violations.

**Minimum Qualification and Required Knowledge, Skills, and Abilities:** The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

1. A High School Diploma or the equivalent with additional specialized training through a technical, vocational, or business school. Associate degree or equivalent preferred.
2. Five or more years of secretarial or office management experience.
3. Knowledge of Village services, organizational structures, and general operations to effectively direct and assist public.
4. Skill in the use of office equipment, including computers and related software.
5. Ability to exercise discretion and maintain confidentiality regarding highly sensitive matters.
6. Ability to work constructively and interact professionally with other employees, elected officials, the general public the media and professional contacts.
7. Ability to coordinate multiple tasks and maintain attention to detail.
8. Most possess good organizational skills.
9. Prioritize and schedule workload appropriately.
10. Be able to work independently with little supervision.

**Physical Requirements and Work Environment:** The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office. The position does require some work outside, despite weather conditions and exposure to environmental allergens due to little flexibility for scheduling.