



VILLAGE OF WHITEFISH BAY  
invites applications for the position of:

## Administration Assistant

APPLY HERE: <https://www.governmentjobs.com/careers/wfbvillage>

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**SALARY:** \$18.00 - \$21.00 Hourly

**OPENING DATE:** 08/27/20

**CLOSING DATE:** 09/14/20 04:30 PM

### SUMMARY OF JOB:

Reporting to the Village Manager, the Administration Assistant is responsible for function as the primary administrative support for Village Administration staff. The Administration Assistant serves as the office receptionist – assisting residents either in person or over the phone – and performs various financial duties to include processing utility and tax payments. The Administration Assistant works to ensure a friendly, welcoming, and consistently excellent standard of customer service for all Village residents and guests.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serves as the office receptionist, providing an excellent standard of customer service for all visitors to Village Hall and greets and routes phone calls, as appropriate
- Provides clerical and administrative assistance for Village administration staff
- Prepares and distributes Village Board & Committee packets; prepares letters, minutes, memos, and reports for mailing and distribution
- Organizes and arranges setup for various departmental and other Village meetings
- Provides data input and word processing; types, edits, and proofreads documents
- Establishes, organizes, and manages Village filing system – both hard copy and electronic
- Assists with managing contracts and billings; assists with facility maintenance schedule updates and inspection scheduling
- Provides proper invoice coding for bill payment and generate invoices; create and manages work and purchase orders; process utility receipts, cash receipts, and tax receipts
- Manages, operates, maintains, and orders all office equipment and maintains compliance with the office equipment budget
- Assists with absentee balloting and voter registration
- Assists with animal, liquor, and operator licensing
- Processes incoming/outgoing mail; coordinates deliveries to Village facilities and coordinates with outside contractors performing work for the Village
- Responsible for the coordination of special event permits/block parties
- Other responsibilities and duties, as assigned

### QUALIFICATIONS:

#### Skills & Qualifications

- Exceptionally detail-oriented with a keen attention to detail; ability to maintain a high level of confidentiality
- Strong project management and organizational skills in which the ability to prioritize and manage multiple tasks/projects on time is essential
- Exceptional communication skills and the ability to communicate effectively with all stakeholders; excellent situational adaptability

- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams
- Ability to work independently and efficiently; exercise initiative, resourcefulness and good judgement

#### Education & Experience

- Required
  - High School Diploma or GED
  - Two (2) or more years of experience in a related position
  - Highly proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Access, Outlook
- Preferred
  - Bachelor's degree with a major in Business or Public Administration
  - Previous experience with a municipality

#### **SUPPLEMENTAL INFORMATION:**

Physical Demands: The position requires frequent sitting; sometimes walking, stooping, bending, periodic standing, and squatting. Frequently reaching in front of body and occasionally overhead including the infrequent lifting of up to 50 pounds. Continuously handling of objects and equipment using hand, wrist, and fingers simultaneously; frequently finger manipulation, use of keyboard, use of calculator, and writing. Talking and hearing ordinary conversation primarily in a moderately quiet environment including the use of a telephone. The work environment can be described as that of a general office setting.

*\*\*The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

*\*\*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.*

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/wfbvillage>

Position #Admin2  
ADMINISTRATION ASSISTANT  
TB

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