

## **Village of Dexter Job Description**

**Job Title: Administrative Liaison**  
**Status: Part-time 24 hours per week.**

**Pay Range: \$12-\$17/hour**  
**Department: Administration**

### **Occupation Summary:**

Under the overall direction of the Village Manager, this position is responsible for assisting the assistant manager and various department heads in the areas of community development, community relations, and general clerical and administrative duties.

### **Tasks and Essential Duties:**

#### **Community Development**

- Assist Community Development Manager with inspection and enforcement of the Village's zoning and general ordinances.
- Process and approve zoning and other planning permits.
- Under the direction of the Community Development Manager, prepare and deliver meeting packets for the Planning Commission, Zoning Board of Appeals, Parks Commission, and Tree Board.
- Assist in compliance activities for wellhead protection and other state and environmental programs.
- Respond to general resident complaints such as zoning and ordinance-related items.

#### **Community Relations**

- As assigned, represent the Village of Dexter at committee and other public meetings.
- Assist in the development and preparation of promotional material for the Arts, Culture and Heritage Committee, Farmers Market, and general Village activities.
- Assist with the administration and maintenance of Village social media outreach.

#### **General Administration**

- General telephone and counter coverage, including answering general questions and taking payments for items such as utility bills, tax bills and permit fees.
- Publish legal notices and update information contained in Village kiosks and the Village information book at the Dexter District Library.

- Assist with the preparation and evaluation of bids, quotes and contracts as needed.
- Other administrative duties as needed, including copying, recordkeeping and filing.

### **Requirements**

- High school diploma or GED, some college preferred.
- Public administration, business, planning and zoning, or non-profit education and/or work experience is desired.
- Excellent communication skills.
- Knowledge of Microsoft Office software programs, and the ability to learn and understand specialized municipal software applications.
- Knowledge of social media and the internet.
- Must be able to walk throughout the Village and operate a motor vehicle.
- Must be able to attend meetings outside of normal working hours.