

Job Title: **Assistant to the Village Manager**
Department: Administration
Reports To: Village Manager

TYPICAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not necessarily include all of the duties which the employee may be expected to perform.)

1. Work as part of the Village's Administrative Team which includes the Treasurer/Finance Director, Public Services Superintendent/Assistant Superintendent and Community Development Manager.
2. Act as staff liaison to the Parks & Recreation Commission (3rd Tuesday at 7 pm) and Farmers Market/Community Garden Oversight Committee (varying monthly meeting generally at 5:30 pm). Duties include preparation of monthly meeting packets and implementation of Commission/Committee direction including seeking grant opportunities.
3. Performs duties of Freedom of Information Act Officer and Records Management Coordinator. Provides support to village staff on records management requirements.
4. Attend Village Council meetings (2nd and 4th Mondays at 7:30 pm) and special meetings, may take minutes in absence of Clerk. Provide support, research and follow-up for Village Council and agenda items. Assist with preparation of the bi-monthly Council packet.
5. Provide assistance and back-up on the Village website maintenance activities.
6. Assist with procurement of goods and services, including bid creation.
7. Attend professional development workshops and conferences, as approved by the Village Manager.
8. Make presentations to officials, boards, Councils, civic groups and the general public.
9. Work effectively with volunteers and others involved in village projects. Understand the importance of volunteer involvement and plays an active role in coordinating and utilizing this important resource.
10. Position could include additional Clerk related duties depending on the outcome of the November 4, 2014 vote on possible incorporation as a City.

QUALIFICATIONS

EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES

A. Required Minimum Qualifications

1. Possess a Bachelor's Degree from an accredited college or university with a major in Business Administration, Marketing, Economics, Finance, Public Administration, Urban Planning, Regional Planning, or a closely related field. Master's Degree preferred.
2. Have had at least three (3) years of full-time work experience in local government. This requirement could be waived if the applicant has an outstanding collegiate transcript and a relevant internship.
3. Demonstrated continuing professional development as evidenced by completion of seminars, certification, workshops and training programs.
4. Possess and maintain a valid Michigan motor vehicle operator or chauffeur's license.

B. Additional Desirable Qualifications

1. Experience with Adobe Acrobat Pro, Drupal, BS&A finance software.
2. Demonstrated ability to establish and maintain effective working relationships with Managers, employees, public agencies, private organizations, business clients, contractors, and the general public.
3. Considerable ability to synthesize, present and make recommendations on complex and technical reports, studies and financial packages, as they relate to programs and clients.
4. Considerable ability to exercise equitable and mature judgment in analyzing problems and recommending solutions.
5. Possesses a vision that embraces a willingness to take the risk of doing things differently, as well as the ability to see and articulate connections not readily apparent to others.
6. Demonstrates the energy and commitment to work effectively with a diverse array of individuals and organizations representing all sectors of the community, both public and private, to accomplish a shared vision.
7. Possesses an understanding of the importance of positive public relations, including communications with the news media and the public at large.
8. Dedicated to becoming an active member of the Village of Dexter community, with respect for its values, history, assets and potential.

Desire to be seen and actively participate in community affairs, to join groups of his or her interest and to establish rapport with businesses, property owners, financial institutions and residents.

9. Skilled in the use of word processing, spreadsheets, database and presentation software.
10. A person of unquestionable integrity and ethics; one who can be trusted.

PERFORMANCE STANDARDS

The Assistant to the Village Manager can anticipate the establishment of mutually agreed upon performance standards with the Village Manager.

WORK ENVIRONMENT

Work is performed mostly in office settings. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.