

<b>Division/Department:</b>		Administration	
<b>Location:</b>		7511 12 <sup>th</sup> Street, Kenosha, WI 53144	
<b>Job Title:</b>		Assistant to the Village/Town Administrator	
<b>Reports to:</b>		Village/Town Administrator	
<b>Salary:</b>		\$55,000 -\$75,000	
<b>Type of Position</b>	Full-Time <input checked="" type="checkbox"/>	Seasonal <input type="checkbox"/>	Exempt <input checked="" type="checkbox"/>
	Part-Time <input type="checkbox"/>	Intern <input type="checkbox"/>	Nonexempt <input type="checkbox"/>
<b>Job Summary:</b>			
<p>The rapidly growing Village of Somers, located in Southeastern Wisconsin is accepting resumes for the position of Assistant to the Village/Town Administrator. The position of Assistant to the Village/Town Administrator is a skilled position responsible to perform highly responsible professional, administrative, managerial and supervisory duties in assisting the Village/Town Administration in managing operations. Must have excellent communication and organizational skills and be able to work as a team member. Must have a very high-performance standard and perform other duties as required or assigned. Requires the exercise of confidentiality, attention to detail, independent judgment, and discretion handling delegated administrative assignments. This position is a non-represented management position with a potential salary range of \$55,000 -\$75,000.</p>			
<b>Core Job Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Manage administrative and statistical material, some of which may contain sensitive or confidential information.</li> <li>• Provide effective and efficient customer service and promote and maintain responsive community relations.</li> <li>• Be responsible for creation and maintenance of all confidential personnel files, payroll entry, and record keeping of all wages, benefits, vacation hours, sick/casual days and wage increases.</li> <li>• Prepares, explains, and reviews required paperwork for compliance with the hiring process for accuracy and completeness.</li> <li>• Provide support for daily accounting and record/data entry.</li> <li>• Performs clerical and administrative staff support functions, working cooperatively with other Village/Town Departments.</li> <li>• Assists Administration in communicating official plans, policies and procedures, to all department heads and community relations.</li> <li>• Assist in planning, developing and implementing operating budgets, using current and historical data and analytics to substantiate needed budgets, and or expenses.</li> <li>• Interpret policies, rules and regulations in response to queries from others, answer and/or refer complaints and inquiries to appropriate persons, schedule appointments and keep calendar for the Village/Town Administrator.</li> <li>• Evaluates internal procedures and records maintenance and recommends improvements.</li> <li>• Serves as Plan Commission Secretary.</li> <li>• Coordinate problems with IT.</li> <li>• Keep track of keys and fobs issued to employees, board members, make sure they are returned when a person leaves.</li> <li>• Cross Connection scheduling residents and tracking information.</li> <li>• Attend training as directed.</li> <li>• Prepares regular and special reports using various computer programs.</li> <li>• Attends Village and Town Board meetings, committee meetings and public gatherings.</li> <li>• Must have knowledge of Village &amp; Town Board policies and procedures.</li> <li>• Must assist in the preparation of ordinances and resolutions and codification of the same.</li> <li>• Assists in maintaining a positive work culture and serves as a professional mentor.</li> <li>• Complete tasks as assigned by Village/Town Administrator.</li> </ul>			
<b>Education/Certification Requirements:</b>			
<p>Graduation from a college or university with a bachelor's degree in Public Administration or a closely related field and a minimum of two years progressively responsible experience in a municipal administration arena. Human Resource experience is highly desirable. Knowledge of health care benefits and various employment-related laws is highly desirable. Knowledge of computer word processing and spreadsheet programs (Microsoft Office 365).</p>			
<b>Job Requirements/Work Environment:</b>			
<p>Essential job functions of this position require a significant amount of standing, walking, sitting, reaching, crouching, communication, lifting, and carrying a range of weight up to 50 pounds.</p> <p>The Village/Town Hall is located at 7511 12<sup>th</sup> Street, Kenosha, and the office hours are 8:00 a.m. to 4:30 p.m., some evening and weekend work is required. Interested candidates shall submit their resume's no later than November 1<sup>st</sup>, 2019, Attention Mr. Timothy L. Kitzman, Clerk /Treasurer, at <a href="mailto:Tkitzman@somers.org">Tkitzman@somers.org</a></p>			
<b>VILLAGE/TOWN OF SOMERS IS AN EQUAL OPPORTUNITY EMPLOYER</b>			