VILLAGE OF CALEDONIA
ADMINISTRATIVE ASSISTANT
BUILDING, DEVELOPMENT AND ENGINEERING

BASIC FUNCTION:

Provide clerical and general office duties for the Village’s Building, Engineering and Development Departments. This position divides time between departments as needed and directed by the Public Works Director. Also assists the Village Hall receptionist with customer service.

DUTIES AND RESPONSIBILITIES:

• Function as administrative assistant for Building, Engineering and Development Departments, answer routine questions, and furnish information when possible. Take messages, copy and distribute information for all Building, Engineering and Development Department personnel. Provide documentation, information and assistance to the public as required. Perform duties as back up to the Village Hall Receptionist, as needed; including but not limited to, attending to the main switchboard, issuing dog licenses, and processing incoming/outgoing mail.

• Perform clerical and administrative functions such as preparing letters, memos, purchase orders, reports, record keeping, copying/scanning building plans, copy Village maps, invoices for work done by the departments. Coordinate the acquisition of office supplies.

• Assist with applications and the issuance of Village permits and licenses as required. Assist walk in customers with questions. Process building, electrical, fence, asphalt, and plumbing permits and Planning Commission applications. Issue building, electrical and plumbing permits after approval by the Building Department staff. Organize and maintain office files, records, website and databases as directed. Yearly archive of building and road files.

• Attend meetings and take minutes for Planning Commission, Public Works, Board of Appeals and others as needed. Some meetings may be after normal work hours. Prepare minutes for selected committees.

• Supports the Assessor’s office by updating and maintaining new building data and submits reports to the State of Wisconsin Safety and Building Division, McGraw-Hill Construction, Assessor and Caledonia Utility District.

• Maintain the well registration database in the Municipal Software system. Issue well registration renewal letters and citation letters. File all well registration permits upon completion.

• Assist with maintaining and updating the Village website with meeting agendas and minutes.

• Perform additional duties as required.

SUPERVISION RECEIVED:

Receives general direction from the Public Works Director and/or designees of the Building, Engineering and Development Departments.
QUALIFICATIONS:

- Minimum of three years of office and administrative experienced required, municipal experience preferred.
- Must be able to communicate effectively, both orally and in writing, and must have strong interpersonal skills to deal with citizens, contractors and developers.
- Computer literate, familiar with computer hardware and supporting computer peripheral equipment (i.e. printers, scanners, digital cameras).
- Knowledge of calculators, copiers, fax machines, postage meters and other standard office equipment.
- Experience in Microsoft Word, Excel, and Outlook required. Experience with municipal permitting and reporting software programs is preferred.
- Ability to maintain confidentiality of documents, records and communications.
- Accuracy with numerical calculations required.
- Adapt to learning new skills, capable of handling a number of assignments at one time, able to meet guidelines in a timely and efficient manner and be a self-starter.
- Ability to assess assigned tasks, and take appropriate action based on standard procedures.
- Graduation from high school with advanced education preferable or any equivalent combination of experience and training that would provide solid clerical skills.
- Ability to work well with others and work independently.
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee’s employment. An applicant or employee is required to cooperate with the Village’s background investigation.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

5/15/19