



POSITION DESCRIPTION

Job Title: Administrative Coordinator
Department: Administration
Reports to: Village Administrator
Status: Salaried/Exempt
Approved: August 18, 2026

This position performs a broad range of administrative duties in support of municipal services and operations, including processing permits and licenses, directing service requests to the appropriate office, managing changes to the Village website, preparing meeting packets, coordinating citizen requests for use of Village facilities, acting as Deputy Village Clerk when the Clerk is absent, coordinating payment processing and various customer interactions.

Effectively communicate with and coordinate activities of a full range of people, inside and outside the organization and work cooperatively and effectively with others. Remain calm and professional under pressure and have the capacity to understand and be sensitive to the feelings of others. Ability to prioritize requests and responsibilities effectively.

Essential Duties and Responsibilities:

- Verify completion of permit application; distribute submittal documents to internal and external Village departments and consultants for review; track status of reviews and required submittals
- Review and issue basic residential over the counter permit applications (ie. decks, sheds, pools and fences)
- Enters permit and license applications into computer database and prints/emails permits and licenses
- Prepares and submits for recording fence waivers for constructing in the easements.
- Contacts applicants if necessary to request additional information.
- Responsible for collecting permit and license fees
- Ensures proper documentation and recording with general ledger cash register codes.
- Balances cash daily
- Schedules various meetings and inspections for the department on an as needed basis and collects appropriate signatures
- May serve as go-between for code enforcement and engineer
- Act as Deputy Clerk in the absence of the Clerk

Administrative Coordinator

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- Works with engineer to distribute submittal documents to officials for review; track status of review, keeps master log
- Performs a variety of clerical duties such as typing correspondence, records, reports, forms, which may require the exercise of judgment in selecting information and suitable format
- Establishes new filing units and systems and maintains control of items out of file. Issues and maintains files on various licenses such as liquor licenses, employee server registrations, gaming/vending/amusement, solicitor, used car dealer and mobile home licenses
- Processes annual license renewals and may on occasion prepare invoices for unpaid licenses
- Verifies pertinent information relating to licensing
- Special events; create new, plan, promote and hold successful events
- Other administrative duties as assigned.

Qualifications:

- Qualified candidates must possess a high school diploma
- Experience in a customer service and public-facing setting is preferred.
- Must also be able to effectively manage one's time, solve problems and exercise sound judgment in a multi-tasking environment
- Must be detail oriented and exercise considerable independent judgment in making determinations on various important problems, which do not involve deviations from established policies and procedures
- Interpret and apply Village policies and procedures, written instructions, and general correspondence; must demonstrate the ability to complete assignments accurately and within established deadlines