

Posted: August 18, 2025

Village of Pinckney – Job Posting

Position Title: Office Manager Status: Full-Time (32 hours/week) Schedule: Monday – Thursday, 8:00 a.m. – 4:00 p.m.

Overview: The Village of Pinckney is seeking a highly organized, energetic, and community-oriented Office Manager to oversee daily operations of the Village Office and serve as a key point of contact for residents, staff, and partners. This position supports efficient internal coordination while providing exceptional customer service to the public.

Primary Responsibilities:

- Oversee and coordinate the daily operations of the Village Office.
- Maintain calendars and scheduling to ensure consistent coverage and smooth operations.
- Serve as the front-line contact for residents, staff, and vendors — in person, via phone, and email.
- Manage office communications, filing systems, records, and documentation.
- Monitor and assist with Village software systems and coordinate with IT service providers as needed.
- Provide administrative support to the zoning, planning, DPW, and other Village departments.
- Ensure cross-departmental coordination while remaining dedicated to core administrative duties (note: this position does not perform Police Department functions).
- Distribute official information through newsletters, website posts, social media, and physical postings.
- Track deadlines for permits, board appointments, projects, and village events.
- Assist in the planning and coordination of local events, festivals, and seasonal programs.
- Maintain positive working relationships with community organizations, schools, and nonprofits.

Qualifications:

- 3–5 years of experience in office management, municipal administration, or a closely related role.
- Strong organizational, interpersonal, and verbal/written communication skills.
- Proficiency in Microsoft Office Suite, cloud-based platforms, and standard office equipment.
- Familiarity with municipal operations, particularly zoning, scheduling, and public service.
- Knowledge of Michigan municipal procedures including FOIA, Open Meetings Act, and ordinance compliance.
- Experience with BS&A or similar municipal software strongly preferred.

- Demonstrated customer service experience in a public-facing or governmental setting.
- Ability to manage multiple priorities, maintain confidentiality, and professionally resolve conflicts.
- Experience with records retention and mandated documentation practices.
- Familiarity with budgeting, payroll, and/or human resources functions is a plus.

Additional Considerations:

- This position is critical for maintaining consistent administrative operations and public service.
- The Office Manager must remain focused on in-office duties and will not be reassigned to other departments, as cross-coverage has previously disrupted workflow.
- The Office Manager reports directly to the Village Manager, in the absence of a Village Manager, the position reports to the Village President.

To Apply: Interested applicants should submit a resume, cover letter, and three professional references to:

- **Email:** Clerk@villageofpinckney.org
- **Mail:** 220 S Howell St, Pinckney, MI 48169

Applications will be accepted until August 28, 2025, or until the position is filled.

Village Clerk Village of Pinckney

