

## **Village of Pinckney – Job Posting Draft**

Position Title: Village Office Manager

### **Schedule:**

- 4 days per week: Monday–Thursday
- 8:00 a.m. to 4:00 p.m. (32 hours/week)

### **Primary Responsibilities:**

- • Oversee and coordinate daily operations of the Village Office.
- • Maintain scheduling for administrative staff to ensure consistent coverage during open hours.
- • Serve as the primary point of contact for internal staff coordination and public-facing inquiries.
- • Manage office communications, filing systems, records, and documentation.
- • Monitor and assist with Village software systems; troubleshoot basic IT issues or coordinate with service providers as needed.
- • Provide clerical support for zoning, planning, and other departments.
- • Maintain awareness of all active Village operations, deadlines, and communications.
- • Ensure cross-departmental coordination while remaining dedicated to core administrative duties (this position will not fill in for Police Department functions).
- • Serve as a liaison between residents and staff by responding to phone calls, emails, and walk-in inquiries.
- • Distribute official communications via newsletters, website updates, social media, and physical postings.
- • Maintain calendars and track deadlines for village activities, board appointments, permits, and other items.
- • Assist with planning and coordination of local events, festivals, and seasonal programs.
- • Coordinate with local schools, community groups, and nonprofit partners.

### **Qualifications:**

- • 3–5 years of experience in office management, municipal administration, or a similar role.
- • Strong organizational, interpersonal, and communication skills.
- • Proficient in Microsoft Office Suite, cloud platforms, and general office equipment.
- • Familiarity with municipal operations, including zoning, scheduling, and public service.
- • Knowledge of Michigan municipal processes, including FOIA, the Open Meetings Act, and ordinance compliance.
- • Experience using municipal software platforms such as BS&A is strongly preferred.

- • Demonstrated customer service skills, ideally in a governmental or public-facing setting.
- • Proven ability to manage multiple priorities, handle sensitive information confidentially, and resolve conflicts professionally.
- • Experience managing records retention and legally mandated documentation.
- • Familiarity with budgeting, payroll, and human resources functions is a plus.

### **Budget Allocation:**

The total budget for this position is \$50,918, broken down as follows:

- • \$38,992 – Salary
- • \$2,535 – Social Security
- • \$25 – Workers' Compensation
- • \$1,080 – Health Insurance
- • \$8,286 – Pension

### **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.
- • This position will report directly to the Village Manager. In the absence of a Village Manager, it will report to the Village President.

### **Request for Review:**

The Personnel Committee is requested to review this recommendation and return feedback or approval so we may proceed with recruitment or transition planning.