

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 Fax (269) 674-3004
www.lawrencemi.org



PERSONNEL COMMITTEE

February 27, 2018

Meeting was called to order at 6:05 pm.

Present: D Faulkner, D Quick, M Keyser, M Webster

Absent:

Guest: C Nower

Old Business:

- Minutes: 1/30/18 approved (Mark/Dan)
- Independent Contractor (Zoning/Code Enforcement) start date March 1, 2018
- Drone policy: Tabled
- Police Contract: Under review at PSC.
- Annual reviews are complete and Council approved increases at 2.5% (CPI)
- DPW computer: Computer was repaired and files recovered.
- Uniforms: Brian reviewing moving to Village owned and maintained uniforms vs current contract with CLS including replacing shirts and adding coats and hats, Brian will develop proposal and present. Current annual cost \$3,800. Update: on-going

New Business

Modify DPW hours: It was agreed that DPW staff can stagger their hours to meet the needs of the work.
Review again in 90 days.

Resignation of Kim Babcock:

Job description review: See attached

Recruitment plan:

Ads: Courier Leader/Flashes, indeed.com, MIWorks, FB, Village website, colleges, MML

Posting: 2/28, close: 3/16

Initial review of submissions and interview up to 5 candidates: Dan/Mary

Background checks

Interview: Personnel Committee (goal 3/27 meeting or before)

Coverage Plan

Initial coverage: Pat and Mary; Cindy for BS&A (training needed)

March billing will be completed prior to departure date

Meeting was adjourned 7:20 pm. Next meeting date **March 27, 2018** at 6:00 pm

Submitted by M Webster.

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Administrative Assistant: Village of Lawrence

DUTIES:

Operations

Meets and greets residents and visitors to the Village office. Receives payments and provides directions and information as requested. Maintains and distributes Village meeting and activity notices. Prepares and distributes Public Notices and publications as required. Coordinates schedule for Zoning Administrator and Code Enforcement officer.

Day-to-day activities include mail, phones, equipment, travel and hardcopy and electronic records maintenance, correspondence, ordering of supplies, and housekeeping. Communicates regularly with the Village Administrator, Village Council, Department of Public Works Manager, Police Services and staff.

Administration

Maintains, processes and distributes REU and Minus Meter/Deduct Meter reports. Assists with review, updating and processing of regular reports related to projects, grants and insurance. Assist the Village Administrator as requested including drafting correspondence, research and project management. Updates Village Facebook and website as directed.

Communicate with Village Council and residents on a regular basis. Set up meetings, distribute information and notices as needed. Compile, prepare, process and distribute documents in preparation for regular Council meeting. Maintain regular Council and committee records. Assist Village Treasurer with tax activity as requested. Participates as member of Village Administrative Committee.

Accounts Payable and Receivable

Responsible for receiving and processing Village Accounts Payable and Receivable. Includes all vendor invoices and payments from residents, agencies and governmental units. Invoices should be entered into the accounting system as received, and payments processed as directed.

Responsible for Village utility billing system including receiving and processing meter readings, records maintenance, generating, processing and distributing billings monthly and regular reporting. Maintains REU records,

Prepares invoices for services provided by the Village and contractual agreements as needed. Payments received including resident billings, contractual agreements and governmental units need to be processed as received and deposits made on a regular basis.

Payroll and Accounting

Responsible for maintaining records and processing payroll Includes preparing payments, wage detail and State and Federal reports

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Responsible for preparing and processing banking transactions including deposits and transfers; reviews and reconciles all accounts monthly. Using BS&A, prepares general ledger and P&L reports for monthly Council meeting. Participates in development and monitoring of the Village budget. Updates Village equipment and service rates annually. Tracks CD activity and maintains records. Compiles data for annual audit and coordinates with Village Accountant as needed.

Other duties as assigned.

Requirements:

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), BS&A, Wordpress
- Strong organizational, analytical and interpersonal skills
- Strong verbal and written communication skills,
- Ability to develop and maintain administrative systems
- Self-motivated to learn new concepts and participate in new projects
- Ability to perform multiple tasks and produce accurate work within deadlines
- Detail oriented with high standard of excellence
- Available for occasional evening meetings

Qualifications:

- High school diploma or equivalent required
- Three to five years' experience in a similar position

Job Type: Full-time Monday-Friday

Salary range: \$14.00-16.00 per hour

Application deadline: March 16, 2018

Application available at www.lawrencemi.org

AD Copy

Administrative Assistant, Village of Lawrence. Full-time position M-F, occasional evening meeting. Ideal candidate is customer focused, can multi-task comfortably, has AP/AR experience, and has expertise in the MS Office Suite (Word, Excel, PowerPoint, Outlook) and BS&A (AP/AR/Payroll). Responsibilities include general office tasks (phones, mail, supplies, calendars, correspondence, and records management), customer relations (residents, staff, Village Council/Committees), bookkeeping (BS&A), all aspects of utility billing and serve as member of the Administrative Committee. Salary range: \$14-16/hr. Application / job description available at www.lawrencemi.org. Application deadline: March 16.

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