

**Minutes
Administration Committee**

Meeting called to order at 5:02 P.M. by Miriam Leavitt, Committee Chair

Members Present:

Miriam Leavitt, Matthew Brockmeier, Eric Stowell, and Elizabeth Manian

Others Present: Laura Feider

Discussion of the only Agenda Item of what the needs are to request the Seek Employment Agency to hire an applicant for the Temporary Part Time Office Assistant Position in the Village Office.

Miriam presented a drafted list, followed by discussion with members of the committee.

Laura Feider was invited to attend the meeting to give her experienced opinion of what services need to be required to fill the position of an assistant to the Clerk/Treasurer.

The following list is the result of discussion to be presented to the Village Board.

Temporary Part Time Office Clerk Position

- Ability to effectively and efficiently work with and help the public.
- Ability to work independently with a high attention to detail.
- Proficient in Microsoft word, Google docs, Excel (knowledge of Workhorse preferred)
- Operate standard office equipment
- Effectively communicate both verbally and in writing.
- Type 55 wpm min and skilled in 10 key.
- Maintain strict confidentiality, perform duties with awareness of village requirements and Board policies.
- Lift and/or move up to 25 pounds.

Motion called: Eric Stowell made a Motion to recommend the final list to the Village Board for approval at the next Board meeting on Monday, June 25, 2018 and to be sent to SEEK Employment Agency.

Elizabeth Manian seconded the Motion, all in favor, Motion Carried.

No further discussion.

Motion called for adjournment: Eric Stowell made a motion to adjourn, seconded by Elizabeth Manian, all in favor, Motion carried.

Respectively submitted,

Elizabeth Manian