

The Village of Johnson is seeking a highly organized, customer-focused, and professional Office Assistant to support the Accounts Specialist, Village Manager, and Treasurer. This unique position serves as a key member of our administrative team, helping ensure the efficient operation of municipal government while providing exceptional service to residents, elected officials, employees, vendors, and community partners.

As one of the first points of contact for the Village Office, the successful candidate will demonstrate outstanding communication skills, exceptional discretion, strong organizational abilities, and a commitment to providing responsive and courteous public service.

General Responsibilities

The Office Assistant provides administrative support to the Village staff while coordinating communications, maintaining official municipal records, supporting Village Trustee meetings, managing calendars and public information, and assisting with website updates and community communications.

Success in this role requires the ability to manage multiple priorities, maintain strict confidentiality, exercise sound judgment, and work collaboratively across all municipal departments. This position will be cross-trained to be able to provide a minimum of coverage in the absence of other positions. This aligns this role to be able to advance in the case of an opening in one of those roles.

Minimum Qualifications

- Any equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities.
- Associate's Degree in Business Administration, Accounting, Public Administration, or a related field preferred.
- Three years of progressively responsible administrative, executive support, accounting, or related experience preferred.

Compensation and Benefits

Hourly Wage Range: \$20.00 – \$26.00 starting, depending on qualifications and experience. This is a 32-hour position with full benefits.

The Village of Johnson offers a competitive benefits package including health, and dental, paid time off, and VMERS retirement benefits.

Applications will be accepted until the position is filled.

The Village of Johnson is an Equal Opportunity Employers (EOE). Veterans encouraged to apply.

Send resumes to:

Erik Bailey, Village Manager

ebailey@villageofjohnson.com

PO Box 603

293 Lower Main West

Johnson VT 05656

-email submission preferred