VILLAGE OF FONTANA-ON-GENEVA LAKE
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Fontana, Wisconsin 53125
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vi.fontana.wi.gov

PART-TIME ADMINISTRATIVE ASSISTANT / UTILITY CLERK

Village of Fontana-on-Geneva Lake, Wisconsin

The Village of Fontana-on-Geneva Lake is seeking a dependable, organized, and customer-service-oriented individual to join our team as a part-time Administrative Assistant/Utility Clerk. This position provides administrative support for Village operations, with responsibilities involving utility billing, public communications, customer service, and general office administration.

This is an excellent opportunity for someone who enjoys working with the public, has strong organizational skills, and can manage a variety of tasks in a municipal office environment.

Key Responsibilities

- **Customer Service:** Assist residents and visitors in person, by telephone, and by email; respond to questions and service concerns; and direct inquiries to the appropriate Village department.
- **Utility Billing and Customer Accounts:** Provide primary backup for water and sewer utility billing, invoicing, payment collection, delinquent accounts, account adjustments, and new customer accounts in accordance with applicable regulations and Village ordinances.
- **Administrative Support:** Assist the Village Administrator, Treasurer, and other staff with general clerical, financial, and human resources functions.
- **Utility Administration:** Maintain utility meter inventory records and service documentation; assist with Public Service Commission reporting and customer notifications.
- **Community Services:** Sell parking passes, beach tags, seasonal boat launch passes, dog licenses, and Village merchandise.
- **Village Communications:** Assist with community relations and public information, including managing the Village website, social media accounts, and text notification program.
- **General Office Duties:** Process title company requests, scan and organize documents, sort mail, maintain records, and perform other administrative duties as needed.

Qualifications

The ideal candidate will possess:

- A high school diploma or equivalent; additional education, training, or experience in accounting, bookkeeping, office administration, or a related field is preferred.
- Strong written and verbal communication skills.
- Excellent customer service and interpersonal skills.
- Proficiency with computers and common office software, with the ability to learn municipal software systems.
- Strong attention to detail and the ability to maintain accurate records and manage multiple priorities.
- The ability to work independently, exercise sound judgment, and follow established procedures, ordinances, and regulations.
- Experience with utility billing, bookkeeping, municipal government, public communications, or human resources is beneficial.

An equivalent combination of education, training, and experience may be considered.

Work Schedule and Environment

- **Part-time position:** Approximately 20 hours per week.
- Work is performed primarily in a municipal office setting.
- The position may require lifting up to 20 pounds regularly and occasionally lifting or moving items weighing up to 50 pounds.

Compensation

- Compensation is $19.00 to $22.00 depending on qualifications.

How to Apply

Interested candidates should submit Village of Fontana application, a resume and cover letter to:

Village of Fontana-on-Geneva Lake
Attn: Village Administrator
175 Valley View Drive
Fontana, WI 53125
tloomer@vi.fontana.wi.gov

Application material may be sent via mail or through email.

Application deadline: Position open until filled.

The Village of Fontana-on-Geneva Lake is an equal opportunity employer.

This posting summarizes the primary responsibilities and qualifications of the position. Duties may vary and additional responsibilities may be assigned as needed.