



POSITION DESCRIPTION

Position Title: Executive Assistant/Administration Department

Reports to: Village Administrator

FLSA Status: Non-exempt

Status: Regular Full-Time

Grade: IV

Hours of Work: Primarily regular dayshift office hours with some evening and weekend work, as needed.

Statement of Duties

Position performs administrative duties assisting the Village Administrator, Village President and Village Clerk in the daily operation of the office. Work includes preparing reports and correspondence; compiling information; maintaining confidential files and information; and performing a variety of administrative functions.

Supervision

Employee works under the general supervision of the Village Administrator. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. Unusual situations are referred to the supervisor for further instruction. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods are used technically accurate and that instructions are being followed.

Employee has access to confidential files and lawsuits.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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Errors can result in a delay or loss of service, monetary loss, and/or legal repercussions.

Position has occasional contact with the public to respond to inquiries, requests, or complaints. Other contacts are with other governmental agencies, other village departments, the business community, and vendors for the purpose of giving or receiving information and assistance and coordinating work. Contact usually occurs in person, in writing, or on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Coordinates and assists in the successful completion of special projects for the Village Administrator, Village President or Village Clerk.
2. Assists the Village Administrator, Board of Trustees and/or Village Clerk with administrative functions; prepares correspondence and reports; schedules appointments and meetings; maintains and updates records and files.
3. Schedules and confirms training, professional development activities and travel arrangements for the Village President and Village Administrator.
4. Answers telephone and responds to inquiries, requests, and complaints from the public, provides information and assistance to outside agencies and officials as requested.
5. Prepares and maintains all Village Board, commission, committee, and phone lists and rosters.
6. Prepares bi-weekly entry of bi-weekly payroll for the Administration Department.
7. Maintains paid time off records for Administration employees.
8. Assists and provides support in the purchase of Village Hall office supplies.
9. Assists the Village Administrator with the dissemination of directives to departments.
10. Maintains and updates records of clubs and organizations for Oswego.

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11. Composes and types letters and short speeches for Village Administrator and President.
12. Maintains and updates department files.
13. Provides administrative support to Village Administrator in the development and processing of grant applications of interest to the Village Administrator. Updates Grant List, and assists in the preparation of Grant Applications.
14. Assists the Village President with coordinating the process for the appointment of Village Board, Committee or Commission members.
15. Prepares a variety of letters and correspondence, proofreads documents, maintains and updates database information, maintains and updates mail merge database for form letters.
16. Coordinates scheduling of meeting rooms.
17. Checks and appropriately forwards emails from the Village website.
18. Coordinates Student Government Day.
19. Coordinates the ordering and purchase of Village stationery and business cards for Administration employees.
20. Provides back up support and assistance for the Receptionist and the Administrative Assistant, or as directed by supervisor.
21. Similar or related duties as assigned.

Physical and Mental Requirements

Employee works in a typical office environment and is required to sit, talk, listen/hear, use hands, walk, stand, stoop, kneel, crouch, crawl, and reach while performing duties. Employee occasionally lifts up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines, and computers.

Education and Experience

A candidate for this position must have an Associate's Degree and three to five (3-5) years of experience in entry-level management or as an executive-level administrative assistant, or an equivalent combination of education and experience. Experience in a municipal environment is preferred. Valid Illinois Driver's License and proficiency in Microsoft Word, Excel and Power Point is required.

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Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Working knowledge of municipal operations
- Working knowledge of utility billing operations
- Modern office practices and procedures
- Office software including word processing and excel applications

Skill in:

- Communication, customer service and organization skills
- Use of computer programs and applications
- Grammar and business writing/correspondence
- Excellent interpersonal skills

And the ability to:

- Maintain accurate, detailed, and confidential records and information
- Exhibit professional decorum and perform duties with discretion and tact
- Interact professionally and effectively with staff, public and elected officials
- Work independently and as a team member on projects
- Plan and prioritize work
- Deal tactfully with other departments, staff and the public