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 Clerk. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. 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 ensure 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.
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, Economic Development Director, Village President or Village Clerk.

2. Assists the Village Administrator, Board of Trustees, Economic Development Department and/or Village Clerk with administrative functions; prepares correspondence and reports; schedules appointments and meetings; processes invoices; tracks payroll; makes arrangements for training and travel and maintains and updates records and files.

3. Posts meeting notices; notifies press and works with staff to ensure that all committees and commissions abide by the Open Meetings Act and the all agendas are posted 48 hours prior to the meetings.

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. Processes incoming and outgoing mail for all departments, including processing for postage and managing postage meter.

6. Prepares and maintains various contact lists and rosters, including Village Board, commission, committee, Village staff and other community contacts.

7. Responsible for the Records Retention program. Prepares lists, submits lists to state for approval, notifies department heads, and coordinates record destruction.
8. Coordinates, schedules and prepares notifications, agendas, minutes and other documents as needed for various community meetings, including Intergovernmental Meetings and Homeowners’ Confederation Meetings.

9. Serves as secondary Deputy Clerk; assists in Clerk’s office; performs recording duties at Board meetings; and assists with County recordings, as needed.

10. Serves as Deputy Registrar.

11. Provides support and assistance for administrative adjudication.

12. Oversees various Licenses and Registrations, including residential alarm, business registration, raffle licenses, tobacco licenses and coin operated device licenses. Ensure paperwork is complete, and that licenses/registrations are renewed as appropriate.

13. Assists with the coordination of meeting packets.

14. Maintains Laserfiche system. Ensures documents are scanned and filed properly.

15. Performs notary public services.

16. Similar or related duties as assigned.

**Recommended Minimum Qualifications**

**Physical and Mental Requirements**

Employee works in a typical office environment and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Occasionally, employee may be required to lift objects 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 and is preferred. Must be able to obtain and maintain State of Illinois Notary Public commission and Voter Registrar certification.

**Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Legal and business terminology
- Records management and the State of Illinois Records Act
- Working knowledge of municipal operations
- Office practices and procedures
- Local government procedures
- Illinois Open Meetings Act

Skill in:
- Communication, customer service and organization
- Use of computer programs and applications, including Word, Excel and Acrobat
- Grammar and business writing/correspondence
- Project management

And ability to:
- Maintain accurate, detailed, and confidential records and information
- Interact professionally and effectively with staff, public and elected officials
- Plan and prioritize work
- Deal tactfully with other departments, staff and the public