



<b>POSITION DESCRIPTION</b>
-----------------------------

**Position Title:** Executive Assistant

**Department:** Administration

**Reports to:** Village Administrator

**Status:** Non-Exempt; Regular Full-Time

**Grade:** VI

**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 and Village President and Board of Trustees 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 plans and carries out regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action, and substantial independence in planning and organizing work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Employee seeks input from supervisor where significant priorities are in conflict to determine outcome. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential files and lawsuits. Errors can result in a delay or loss of service, monetary loss, and/or legal repercussions.

## **Job Environment**

Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Position has frequent 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 and Board of Trustees.
2. Assists the Village Administrator, Board of Trustees, and Economic Development Department 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.
4. Answers telephone and responds to various 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. Coordinates, schedules and prepares notifications, agendas, minutes and other documents as needed for various internal and community meetings, including Intergovernmental Meetings and Homeowners' Confederation Meetings.

8. Serves as Deputy Registrar.
9. Performs notary public services.
10. Similar or related duties as assigned.

## **Required 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**

Two years of college coursework, preferably in business or related field. Must possess five (5) years of increasingly responsible work experience, preferably in a fast-paced modern business office involving a variety of clerical and administrative support duties or equivalent combination of training and experience. Tyler Munis experience preferred.

### **Required Certifications (or ability to acquire within 6-months of hire)**

- State of Illinois Notary Public Commission
- Voter Registrar Certification

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Modern office practices and procedures
- Local government procedures
- Working knowledge of municipal operations and Village Codes

Skill in:

- Communication and customer service
- Use of computer programs and Microsoft Office Suite
- Project management and prioritization of work
- Grammar, writing, and basic math

And ability to:

- Address customer concerns with empathy and professionalism
- Maintain accurate, detailed and confidential records and information
- Maintain confidential files and information