


JOB DESCRIPTION

Administrative Assistant to the Village Administrator

Date of Last Revision: April 2018

	DEPARTMENT	Administration		
	REPORTS TO	Village Administrator or Designee		
	FLSA STATUS	Non-Exempt; Hourly		
	POSITION TYPE	Full-Time	PAY GRADE	

POSITION OVERVIEW

Under general direction, this position provides administrative support to the Village Administrator using independent judgment to carry out assigned projects. Specific job duties vary based on the Village's needs but include the ability to work effectively with a variety of personnel in key elected and appointed positions. Work may be diverse in nature and highly technical and confidential.

ESSENTIAL JOB FUNCTIONS

- Performs wide variety of administrative and clerical duties related to daily operations of the Office of Mayor and Village Administrator.
- Manages Village Administrator's calendar; uses judgment in scheduling and adjusting appointments; and assures logistics are in place and confirmed.
- Arranges for conferences, luncheons, meetings, and special events as needed for the Village Administrator, Mayor, and Village Board.
- Sets up and maintains administrative records, files, and charts, indexes and files correspondence and other materials, and prepares forms and reports.
- Screens and routes calls, emails, visitors, and mail for the Village Administrator and Mayor and Village Board as needed; interprets policies, rules, and regulations in response to queries from others; logs, answers, and/or refers complaints and inquiries to appropriate persons.
- Types and modifies correspondence, reports, and paperwork; composes memorandums, ordinances, resolutions, proclamations, and legal notices, charts, tables, and presentations utilizing appropriate software applications; Proofreads all materials for accuracy.
- Researches, investigates, and analyzes information and topics requested by Village Administrator; Compiles information and data into a useable format for analysis.
- Organizes and maintains the operating department's record management system; performs record and file maintenance tasks in accordance with state law; and ensures sensitive or confidential information is properly secured.
- Tracks all contracts, grants, and requests for proposals (RFP) as directed by the Village Administrator.
- Investigates and follows up on citizen requests for service, complaints, and requests for information; Promotes and maintains responsive community relations.
- Maintains inventories and orders office supplies and materials.
- Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; and assists in the preparation of related budgets.

ADDITIONAL JOB FUNCTIONS

- Maintains safe working conditions and report any incidence which might conflict with the compliance of Village safety procedures and policies for the Department.
- Attends training seminars and workshops related to secretarial and administrative responsibilities.

- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principles and methods of office management and standard office procedures, systems, and equipment.
- Functions, laws, rules, regulations, and policies of the Village or the ability to acquire such knowledge during a reasonable period of training.
- Principles and practices of records management and retention.

SKILLS in:

- Prioritizing work and exercise independent judgment, wisdom, common sense, and initiative using initiative, discretion, and judgment within established procedures guidelines and rules absent of supervisor.
- Record keeping/file maintenance, organizational, verbal and written communication, multi-tasking, analytical, mathematical, time management, and prioritization.
- Use of common computer applications, including proficiency in word processing, spreadsheet, and database applications.

ABILITY to:

- Follow written and oral instructions.
- Effectively communicate with, present information to, and respond to questions from management, patrons, staff, and the general public on routine matters and take complaints for others to follow up on.
- Perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data and/or guidelines and/or group, rank, investigate and diagnose.
- Maintain a professional attitude and physical appearance appropriate for daily public contact, and consistent attendance with advance notification of absences.
- Remain calm and act resourcefully in stressful situations.
- Handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.
- Establish and maintain an effective working relationship with employees, supervisors, and the public.
- Exercise judgment in the application of prescribed procedures and methods of routine matters.
- Perform cashier duties accurately.
- Maintain a high level of confidentiality between staff, patrons, and information processed through work-related matters.
- Perform addition, subtraction, multiplication, and division in addition to calculating percentages and decimals.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED Equivalent supplemented by coursework in secretarial science or business administration.
- A minimum of three (3) years of secretarial experience; Prior experience in a municipal setting preferred.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid Illinois driver's license.
- Notary Public preferred but not required.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS

- Employees work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Administrative Assistant to the Village Administrator | **DATE RECEIVED:**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Department Head

Date

Village Administrator

Date

Human Resources

Date