



NOW HIRING

Executive Assistant/Deputy Clerk Administration

DESCRIPTION:

The Village of Glen Ellyn is seeking qualified candidates to fill a full-time Executive Assistant/Deputy Clerk position. The duties of this position include, but are not limited to, performing a variety of responsible, confidential, and complex administrative support and clerical duties within the Village Manager's Office. Answers non-routine correspondence and assembles highly confidential and sensitive information. Interacts with a diverse group of external stakeholders, as well as internal contacts at all levels of the organization. Provides responsive customer service by answering and responding to inquiries via phone, e-mail, or in person. Regularly performs duties such as record keeping, data entry, document research, coordination of meetings and conferences, drafting business correspondence, organizing direct mailings, and working on special projects. Performs other duties as assigned. Position reports to the Village Manager.

ESSENTIAL FUNCTIONS:

- Provides a variety of complex, confidential duties for Management Team. Coordinates confidential/private information in a responsible manner in accordance with Federal, State and local laws.
- Provides day-to-day clerical and administrative support functions within the Village Manager's Office, including assigned special projects.
- Coordinates the workflow to and from the Village Manager's office to assure proper and timely completion of work, advising Village Manager of significant problems and notification to staff of any changes.
- Coordinates the preparation of the Village Board agenda packet and related documentation; cross trains on processing ordinances and resolutions for signature; records ordinances with the County Recorder and/or Clerk's office.
- Acts as Deputy Village Clerk, and initiates and maintains a variety of files and official records concerning Village business, such as legal documents/correspondence, contracts, ordinances, Board/Commission Reports, meeting minutes, and agreements.
- Tracks and prepares grant applications, reports and close-out packages.
- Researches, compiles, analyzes, and summarizes data for special projects and various comprehensive reports.

- Prepares and revises various operating procedures, rules, and regulations; develops and revises office forms and report format, as well as report preparation procedures.
- Performs document research and organizes and maintains accurate and complete filing systems; reviews and assists in the preparation of various reports; and periodically expunges Village records in accordance with the Illinois Records Retention/Local Records Act guidelines.
- Process departmental data via payroll system and arranges for payment of bills via purchase requisitions and purchase orders as required.
- Provides friendly and responsive customer service via the phone, in person, by e-mail, and via written business correspondence to Contractors, Village Staff and Public by answering questions and providing information.
- Cross trains with Administrative Clerks in common functional areas and duties in order to provide back-up support in their absence.

QUALIFICATION REQUIREMENTS:

- Qualified candidates must possess at minimum an Associate Degree, BA/BS degree is preferred.
- Minimum of 5 years of previous experience or specialized training in an administrative support function or professional office environment; previous experience in a local government setting is a plus.
- Excellent verbal and written communication skills, including the ability to communicate with tact and professionalism under various conditions. Must be detail oriented and highly organized; ideal candidates are self-starters with the ability to work both independently and as part of a team.
- Versatility and independent judgment is required to plan, prioritize and effectively manage a diversified workload.
- Ability to interpret and apply Village policies and procedures, written instructions, and general correspondence, and demonstrate the ability to complete assignments accurately and within established deadlines.
- Excellent typing skills, including the ability to effectively operate customary office equipment, such as computers, Microsoft Office (e.g. Word, Excel, and PowerPoint), and related Windows-based software programs; previous experience with electronic records management/archival systems is a plus.
- The position also requires individuals capable of completing basic mathematical calculations.

WORK SCHEDULE: Monday-Friday, 8:00 am to 4:30 pm.

SALARY/BENEFITS:

The pay offered for this full-time, non-exempt position is \$23.92/hr to \$30.14/hr (Pay Grade: H) DOQ. Position includes full benefits, as well as participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan. Anticipated starting pay is +/- \$25.00/hr. Actual starting pay is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, or hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #23-17 Exec Asst/Deputy Clerk)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. The position is open until filled; however, **first review of resumes will begin July 21, 2017.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER