JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Employee is responsible for providing executive level office management and administrative assistance to the Mayor and Village Administrator. This position is distinguished from other Village administrative assistant classes because the nature, diversity, and scope of responsibilities at this level of management support to the Mayor and Village Administrator requires the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include attendance at most meetings; regular contact with members of the Village Board, Committees and Commissions; representatives of business or community organizations, the public, and all levels of Village personnel to exchange information and execute Village business.

ESSENTIAL JOB FUNCTIONS:

<table>
<thead>
<tr>
<th>Importance</th>
<th>Tasks</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performs wide variety of executive assistant duties related to daily operations of the Office of Mayor and Village Administrator.</td>
<td>10</td>
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<tr>
<td>2</td>
<td>Processes and prepares Village Board, Committee, &amp; Commission meeting packets, as well as resolutions and ordinances for codification. Maintains all Village Board related filing systems.</td>
<td>20</td>
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<tr>
<td>3</td>
<td>Serves as FOIA coordinator for the Village and processes requests for the Village Administrator and Mayor.</td>
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<tr>
<td>4</td>
<td>Undertakes special projects as assigned which do not clearly fit into other departments’ area of focus.</td>
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<tr>
<td>5</td>
<td>Knowledge of Village policies, procedures, laws and regulations in response to inquiries and complaints; refers inquiries as appropriate.</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Assists in research and coordination of Village policies, and revises as necessary.</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Acts as Village webmaster, sends out weekly e-blast newsletters, posts stories, news and alerts on social media and sends out press releases at the Mayor’s direction.</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Manages Village calendars; uses sound judgment in scheduling and adjusting appointments; assures all details are in place.</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Processes applications and renewals of liquor licenses and ensures accurate information is kept on file regarding classifications.</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>Serves as backup receptionist as needed</td>
<td>5</td>
</tr>
</tbody>
</table>
IMPORTANT JOB FUNCTIONS:

- Acts as Deputy Village Clerk for the Village
- Drafts, edits written and electronic correspondence, resolutions, proclamations, internal operating instructions, memos, letters and other documents for the Mayor and Village Administrator
- Updates and maintains Village records
- Develops and maintains record-keeping and filing systems
- Follows records retention schedules per State Statutes
- Notarize documents as needed

MATERIAL AND EQUIPMENT USED:

Computer    Fax    Copier/Scanner    Social Media Software

PREFERRED QUALIFICATIONS:

Education and Experience:
Minimum Associates Degree, Bachelor’s Degree preferred
Five years executive assistant experience with senior-level executives
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job
Advanced knowledge of MS Office applications

Licenses and Certifications:
Notary Public or able to obtain

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
Knowledge of government functions, laws and procedures as they relate to municipalities
Ordinance and Resolution processes
Serving the Public

Skill in:
Prioritize and handle multiple tasks
Effectively communicate with internal and external customers
Working independently
Excellent oral and written communication
Strong organizational skills
Preparing reports and correspondence
Research skills
Schedule meetings for Village Board, Committees and Commissions
Using MS Office, Adobe Acrobat, internet and social media applications
**Mental and Physical Abilities:**

Ability to read, write, and edit business English

Ability to gather and analyze data

Ability to determine to whom information should be communicated and to disseminate that information to all parties necessary

Ability to meet deadlines

While performing the essential functions of this job, the incumbent is regularly required to sit; stand; walk; bend; squat; climb stairs; use hands to hold, keyboard, and perform repetitive movements; read and write; see, hear; talk; lift objects weighing up to 30 pounds.

**Working Conditions:**

Work is performed in a normal office environment, subject to phone and walk-in interruptions.

I understand that nothing in this job description restricts the Village's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects current assignment of essential 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 job description and its related duties.

_________________________  ____________________________  __________________
Employee Name                  Employee Signature                 Date

_________________________  ____________________________  __________________
Village Administrator          Village Administrator Signature  Date

_________________________  ____________________________  __________________
Village President’s Name       Village President’s Signature   Date

File: Executive Assistant/Deputy Village Clerk
This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.