



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT (PART-TIME) - ENGINEERING

EFFECTIVE DATE: 03/01/2023

DEPARTMENT: Development Services	WORK LOCATION: Village Hall	FLSA STATUS: Non-Exempt	
CLASS CODE: 1560	RANGE: 12	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Director of Engineering	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: None

SUMMARY:

Performs a variety of routine and complex duties in support of the Engineering Division, as well as project-specific and technical support for the Planning & Transportation Division and others in the Development Services Department. Primary tasks include management of Taxi Discount Program, coordination of Committee packets, making website updates, answering email and phone requests from the public, managing Division files, coordinating purchase orders and invoice payments, and preparing various reports and correspondence.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Process applications for the Taxi Discount Program including reviewing applications, obtaining and verifying documentation, scheduling appointments for ID cards, using computer software and digital camera to take pictures and print ID cards.	Daily 10%
2.	Maintain daily operations of Taxi Discount program including entry of coupon use into computer database, maintaining inventory of ID cards and coupons, corresponding with registered users and taxi companies.	Daily 10%

3.	Prepare and coordinate the monthly agendas, minutes, notifications and packets for Village PWU, TRI and PBZ Committees, including typing, reviewing, editing, compiling, copying, assembling and distributing.	Monthly 20%
4.	Initiates, types and edits a variety of correspondence that includes minutes, reports, agendas, letters, memos, newsletters, and permits, and edits other material requiring judgment as to content, accuracy and completeness. Independently composes a variety of letters and memos for mailing and distribution. Interfaces heavily with the coordination of specifications, correspondence and communication with engineers and residents on the Annual Street Project and other infrastructure projects. Involved in the preparation and review of RFPs for large projects, managing invoices and payments for constructions projects.	Daily 20%
5.	Answer inquiries from the general public and other agencies received in person, by telephone, email or in writing and correctly refers inquiries to appropriate staff or personnel in other Village Departments.	Daily 10%
6.	Performs mass mailing and emailing, of notices, letters, newsletters and other information related to Development Services functions.	Weekly 10%
7.	Communicate with other Village Departments as needed to assist with Division activities.	Daily 10%
8.	Maintain contact with the field engineers, via e-mail, cell phone and memos.	Daily 5%
9.	Maintain payroll time sheet data.	Weekly 5%
10.	Compile and edit articles for employee and Village newsletters related to Division activities.	Monthly 5%
11.	Perform administrative support duties such as processing invoices, petty cash requests, ordering supplies, monitoring purchase amounts against annual budget, running reports, scheduling meetings, copying, scanning, maintaining files, etc.	Daily 5%
12.	Update Village website, including to infrastructure project maps, uploading documents, revising content, etc..	Weekly 10%
13.	Interact with the public to schedule appointments, explain Village programs, and maintain databases related to Village programs.	Daily 20%
14.	Assist with other Department and Division activities and special projects as needed.	Daily
15.	Operate and properly maintain all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Receives, date stamps and distributes incoming mail and processes outgoing mail, including general mass mailings.
2.	Makes recommendations to improve office procedures and processes.
3.	Serves on Village committees as required.
4.	Copies, faxes, emails and distributes Division information.
5.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (*List specific responsibilities below*)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

- Specialized applications:

**Microsoft Word and Excel required.
Taxi Discount Program Software, Laserfiche,
Permitting software,
and Village website software**

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PROFICIENCY IN:

Word processing, spreadsheet and database software applications, including Microsoft Office.

Laserfiche and permitting software, or ability to learn.

Operating the tools and equipment necessary to fulfill the duties of the position.

WORKING KNOWLEDGE OF:

Business English, spelling, grammar, sentence structure and arithmetic.

Administrative support and general office procedures, practices and principles.

ABILITY TO:

Initiate, compose, prepare and type correspondence and complex reports.

Accurately type at sixty (60) words per-minute is preferred.

Intermediate skill level in Microsoft Word and Excel.

Perform arithmetic computations quickly and accurately.

Perform multiple tasks simultaneously.

Work independently.

Prioritize work and information to meet deadlines.

Learn repetitive tasks in a reasonable length of time.

Devise or suggest improved procedures as needed.

Maintain the filing system.

Understand and follow oral and written instructions

Communicate effectively via telephone, and e-mail, verbally and in writing, with a calm, professional demeanor.

Adapt to and learn additional division/department computer applications.

PHYSICAL DEMANDS:

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	<u>X</u>	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>X</u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

_____ Corrected vision of...

Enter specific vision requirement here

_____ Uncorrected vision of...

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:




Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____