



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION: ADMINISTRATIVE INTERN

EFFECTIVE DATE: _____

DEPARTMENT: General Government	WORK LOCATION: Village Hall	FLSA STATUS: Non-Exempt
CLASS CODE: N/A	RANGE: N/A	PENSION: IMRF
		UNION: Non-Union
REPORTS TO: Deputy Village Manager	LEVEL OF SUPERVISION RECEIVED: General supervision	LICENSE/CERTIFICATES: Illinois Class D Drivers' License

SUMMARY:

Assists with the operations and administration of the Village Manager by providing professional support, research, analysis and performance of special assignments. Under the general direction of the Deputy Village Manager, assists full time Village Staff in a variety of projects and day-to-day activities, as part of a graduate-level program of study in Public Administration. Participate in the preparation of issue-related materials for meetings of the Board of Trustees and Committees of the Village. Intern may also, at the direction of the Village Manager or Deputy Village Manager, be assigned and responsible for independent projects. 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.	Assist in the preparation and assembly of information packets and background information for the various meetings of the Board of Trustees of the Village.	Daily 40%
2.	Assist in the preparation of recommendations for the meetings of the Boards and Committees of the Village.	Daily 30%
3.	Assists in the preparation of the Annual Budget and 8 Year CIP.	Monthly 20%

4.	Assists in the compilation, editing and formatting of the <u>Citizen</u> (resident) Newsletter and acts as the editor of the <u>Village Voice</u> (Employee) Newsletter.	Monthly 20%
5.	Answers written, verbal, electronic, and other inquiries in response to citizen requests.	Daily 20%
6.	Assists the Village staff in new or ongoing research projects, as directed by the Village Manager and the Deputy Village Manager.	Daily 40%
7.	Performs detailed analysis of departmental and Village operations.	Daily 10%
8.	Assists with collective bargaining of all union contracts. Performs research, analysis and review of proposals.	Monthly 20%
9.	Undertake independent projects as directed by the Village Manager or Deputy Village Manager.	Daily 30%
10.	Conducts research studies of operations, and makes recommendations for improvement in departmental and/or Village policies and ordinances.	Daily 10%
11.	Reviews and evaluates departmental policies regarding personnel, fiscal, budget, operational needs and related administrative matters.	Daily 10%
12.	Drafts monthly legislative update of the Illinois General Assembly for review by the Village Board; Drafts position letters backing or in opposition to pending legislation to be sent to elected legislators and the Governor's office.	Monthly 15%
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 90%

JOB NO.	OTHER RELATED DUTIES
1.	Assist in the preparation of the information and materials relating to the preparation and review of the annual budget and personnel salary range review.
2.	Oversees Village's auction program; helps to prepare documents; prepares auction items; serves as contact person for vendor.
3.	Assists in production of all Village Public Relations products including but not limited to; newsletters, press releases, social media, flyers, posters, brochures and water billing inserts.
4.	Assists in compilation, formatting, editing and production of Annual Report.
5.	Assists in production of special presentation visual aides (PowerPoint presentations).
6.	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...

Public Administration or Related Field

****Must be actively pursuing Master's degree in Public Administration.***

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

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

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

Specialized applications:

**Microsoft Office –
Word, Excel, Powerpoint, Publisher**

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 and 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)

- Foreign language skills Ability to speak and/or read, write and comprehend... **Enter language here**

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.

Problem Solving: Gathers and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans.

Computers: Ability to use a personal computer to communicate within and outside of the organization and retrieve, prepare and store documents.

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...

_____ Uncorrected vision of...

Enter specific vision requirement here
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)

Environmental Conditions

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

	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: _____