



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION: EXECUTIVE ASSISTANT

EFFECTIVE DATE: _____

DEPARTMENT: General Government	WORK LOCATION: Village Hall	FLSA STATUS: Exempt
CLASS CODE: 7200	RANGE: 17	PENSION: IMRF
		UNION: Non-Union
REPORTS TO: Village Manager	LEVEL OF SUPERVISION RECEIVED: General supervision	LICENSE/CERTIFICATES: Valid Illinois Class D Drivers' License

SUMMARY:

Performs a variety of routine, complex and confidential work in the evaluation and coordination of administrative work for the Village Manager, Deputy Village Manager and Corporation Counsel. Work includes researching, planning, organizing, coordinating and completing important and complex assignments independently as delegated. 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.	Performs administrative functions for the Village Manager and Deputy Village Manager involving the preparation and analysis of reports with recommended actions and the monitoring of assignments, requests and projects for and/or assigned by the Village Manager and/or Deputy Village Manager using a data base. Work is of a confidential nature and requires judgment and knowledge of Village practices and policies. Responsible for coordinating, compiling and distributing Board Agendas. Maintains the Municipal Code.	Daily 50%
2.	Organizes various priority projects including the performance evaluation schedule for the Village Manager and coordinates day-to-day activities in the Village Manager's and Corporation Counsel's offices. Supervises the work of the part-time clerical positions. Coordinates and/or completes special projects as assigned	Daily 40%

	by the Village Manager and/or Deputy Village Manager.	
3.	Accurately and efficiently transcribes from shorthand, dictaphone tapes, or handwritten copy using a personal computer and/or typewriter. Composes a variety of correspondence letters and memos independently for mailing and distribution	Daily 20%
4.	Answers inquiries from employees, the general public and other agencies received in person, by telephone, or in writing; schedules appointments and determines the importance of claims on the Village Manager's, Deputy Village Manager's, or Corporation Counsel's time and, when necessary, refers inquiries to appropriate staff member or department. Completes research as needed for "comment cards" and independently composes responses.	Daily 20%
5.	Maintains and creates filing system of correspondence, records, forms, and similar material according to established file classification system to ensure quick retrieval; faxes various documents.	Daily 10%
6.	Practices customer service principles in daily contacts with internal and external customers.	Daily 100%
7.	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.	Serves as backup to and for the Staff Assistant and related positions in General Government.
2.	Serves as a member of various employee committees and task-forces.
3.	Performs other duties, tasks, and responsibilities as required or assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)	
<input type="checkbox"/>	None required
<input checked="" type="checkbox"/>	Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)
Provides direct supervision to Administrative Assistant.	

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...

<i>Enter degree or coursework here</i>
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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

<i>Enter number of years required here</i>
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<i>Enter number of years required here</i>
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Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

<i>Enter specific application(s) here</i>

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...

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.

Typing: Ability to produce documents using a keyboard at a rate of 65 words per minute corrected.

Computers: Ability to use a personal computer to communicate within and outside of the organization and to 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: _____