

CONFIDENTIAL ASSISTANT TO THE VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing complex and confidential clerical, secretarial and administrative support functions for a Village Administrator, who is the individual responsible for the economical and efficient overall direction, coordination and control of the day-to-day activities of a village. The work is performed under the general supervision of the Village Administrator in accordance with specific policies and objectives, but with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. The incumbent will act as the Village Administrator's representative in his/her absence or unavailability. Does related work as required.

TYPICAL WORK ACTIVITIES:

Relieves Village Administrator of administrative detail by receiving and handling inquiries, complaints and requests related to village activities;
Performs a variety of executive secretarial tasks of highly sensitive and confidential nature;
Maintains liaison with merchants and residents of the village;
Maintains the Village Administrator's calendar and schedules appointments and meetings;
Screens mail and telephone calls and sets priorities for official response;
Communicates with vendors and private and public agencies to support the Village Administrator's day-to-day operations;
Prepares correspondence for the Village Administrator's signature;
Coordinates work activities and establishes priorities;
Designs and produces special presentations, board presentations and information;
Prepares the Village Board agenda and minutes;
Maintains personnel, financial and confidential correspondence;
Conducts research and collects data to support policy development;
May assist in the preparation of the village budget by preparing supporting reports and statistical information;
May act as the Village Administrator's representative in his absence or unavailability as the need arises.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to use computer applications and database software; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of office clerical or business experience, at least two (2) years of which involved non-routine and/or supervisory duties.

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NOTES:

1. An Associate's degree in Public Administration, Business Administration, Business or comparable curriculum may be substituted for two (2) years of the required office clerical or business experience; or
2. A Bachelor's degree or higher in Public Administration, Business Administration, Business or comparable curriculum may be substituted for three (3) years of the required office clerical or business experience and one (1) year of the non-routine and/or supervisory duties.