



**VILLAGE OF OAK PARK**  
**POSITION VACANCY NOTIFICATION – 07-January-2014**

CLASSIFICATION	SALARY RANGE	DATE AVAILABLE	DEPARTMENT/ DIVISION
EXECUTIVE SECRETARY	\$43,250.00-\$56,225.00 Dependent on Qualifications	ASAP	COMMUNITY & ECONOMIC DEVELOPMENT

**DEFINITION:** To perform complex administrative, secretarial and clerical duties, and to provide information and assistance to the public.

**EXAMPLE OF DUTIES (Essential Duties and Responsibilities):** This position performs a variety of responsible and complex administrative, secretarial and clerical duties for the Office that include but are not limited to the following: Provide information and assistance to the public; Supervise the ordering and storage of supplies; Compile annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts; Notify the Director in cases of budget variances concerning expenses; Recommend improvements in work flow, procedures, and the use of equipment and forms; Screen office and telephone callers; Respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; Receive and route mail; Type and proofread a wide variety of reports, letters, agenda packets, memoranda, statistical charts, minutes, and related information; Type from rough draft; Independently compose correspondence and prepare reports describing and summarizing Office activities, revenues, and related information; Assist the Director of Community and Economic Development in duties related to the administration of the Office including interacting with the Contractors and Business Owners; Maintain personnel and payroll records, and process the biweekly payroll; Perform special projects and assignments as requested or assigned; Maintain calendars of Office activities, meetings and various events, coordinating activities with other Village departments, the public and outside agencies; Perform general clerical work including organizing and maintaining complex and confidential files; Serve as secretary to various committees and commissions which may involve taking and transcribing meeting minutes; and Direct the work of assigned clerical personnel, prioritizing and coordinating the efficient and timely completion of work assignments. Perform related duties and responsibilities as required.

**QUALIFICATIONS (Knowledge of):** English usage, spelling, grammar and punctuation; modern office procedures, methods and computer equipment including word processing, spreadsheet, e-mail and scheduling software applications; business letter writing and basic report preparation; complex word processing, spreadsheet, and presentation applications, principles and procedures of keeping records; principles of supervision, training and performance evaluation.

**ABILITY TO:** Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative; understand the organization and operation of the Village and of outside agencies as necessary to assume assigned responsibilities; interpret and apply administrative and departmental policies and procedures; independently prepare correspondences and memoranda; supervise, train and evaluate assigned clerical staff; take and transcribe dictation, if required by assigned position, at a speed necessary for successful job performance; type at a speed necessary for successful job performance. Work independently in the absence of supervision. Operate and use modern office equipment including a computer and word processor; work cooperatively with other departments, Village officials and outside agencies; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include *sitting for extended periods of time and operating assigned office equipment*; maintain effective audio-visual discrimination and perception needed for *making observations, communicating with others, reading and writing, and operating assigned office equipment*; and Maintain mental capacity which allows for effective interaction and communication with others.

**EXPERIENCE AND TRAINING GUIDELINES:**

**Experience:** Five (5) years of responsible clerical experience involving public contact and performing work similar in nature and at the level described above in the **Examples of Duties**.

**Training:** Qualified applicants must possess an Associates Degree in management, business administration, public administration, information systems, communications, accounting or a related field from an accredited college, business college or other accredited post-secondary educational institution. Sixty (60) semester credit hours of successfully-completed, college-level, coursework is required in lieu of the Associate's degree.

**Note:** Selected applicants will participate in a structured interview and an on-line, multi-part test to measure their knowledge of modern office procedures, methods, computer software functions and techniques related to Word, Excel, Outlook, and Access beyond an introductory level, customer service, and administrative support procedures.

**WORKING CONDITIONS:** Work in an office environment; sustained posture in a seated position; and continuous answering of phones; ability to stand and service customers at counter; continuous exposure to computer screens. Some flexibility in work hours including evening hours should be anticipated.

**LAST DATE FOR ACCEPTANCE OF APPLICATIONS: 17-January-2014**

Applicants can visit our website at [www.oak-park.us](http://www.oak-park.us). Submit applications/resumes to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, [HR@oak-park.us](mailto:HR@oak-park.us) or by fax 708-358-5107. The applicant selected for employment must successfully pass a criminal background investigation, reference check, and a pre-employment physical that includes a drug screen.