



**Position Recruitment Notification
For Internal and External Candidates**

Job Classification: **Administrative Assistant**

Department/Division: Public Health Department
Employment Status: Full-time
Hourly Salary/Grade: \$24.25 per hour/Grade 6
FLSA: Non-Exempt
Union: SEIU Local 73
Employment Commission: N/A

Deadline for Application: Open until filled, first review of applications
January 20, 2021

POSITION SUMMARY:

This is a single class position under direction of the Public Health Director. This position will provide a variety of responsible administrative and analytical functions; records and monitors department budget and fiscal requirements of grant-funded programs; oversight of Accounts Payable process; prepares reports and serves as the resource for computerized office applications.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide a variety of responsible administrative and analytical functions; records and monitors department budget and fiscal requirements of grant-funded programs; oversight of Accounts Payable process; prepares reports and serves as a resource for computerized office applications.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management staff

EXAMPLES OF DUTIES--*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

Perform department accounting and recordkeeping functions, including the processing of invoices and Purchase Orders.

Create and maintain reports and files monitoring departmental activity, general correspondence, revenue and expenditures, office performance measures and grants including statistical, graphic and narrative reports.

Assist in the preparation of budget and grant documents, annual reports, and weekly/monthly productivity reports.

Complete documents and correspondence necessary for department operations/services and to procure and continue funding to programs.

Prepare statistical, graphic and narrative reports

May serve as the Lead Worker by providing general oversight of the duties of Administrative Secretaries.

Calculate and prepare grant and program spending plans, budgets, reimbursement certification forms and monitor grant-related statistics; payroll and accounts payable documents.

Orders and maintains inventory of office supplies and coordinates office equipment maintenance and replacements as necessary.

Interface with the public and route all public requests, inquiries and complaints via in person, phone calls or emails.

Assist with planning and execution of Department activities, services, programs and events.

Perform related duties and responsibilities as required.



ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

Knowledge of:

Principles of customer service.

Principles of basic accounting and bookkeeping.

Computer hardware and software, including office applications, email, calendar, spreadsheets, word processing, database management, basic statistical analysis and custom applications.

Ability to:

Learn department policies and procedures; develop and maintain positive working relationships in and outside of the Department.

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Apply quantitative and qualitative analytical skills in both oral and written form.

Prepare accurate documentation and accounting reports.

Establish and maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows for effective interactions and communication with others.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Maintain reasonable and predictable attendance

Work overtime as operations require

Experience and Training Guidelines

Experience: Minimum of two years of experience in accounting, statistical, customer service and or health-related activity in an administrative capacity. **AND**



Various Departments
SEIU-Non-Exempt
Grade 6

ADMINISTRATIVE ASSISTANT

Training: Possession of an Associate's degree from an accredited college or university with a relevant major in the areas of business, public health, accounting, management information systems, or marketing. A combination of training, education and experience will be considered.

WORKING CONDITIONS

Work in an office environment; sustained posture in a standing or seated position for prolonged periods of time.