



Administrative Assistant

Village of Villa Park--Parks, Buildings, Grounds and Fleet Department

Contact Name: Greg Gola

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Closing Date:

Salary: \$28-\$33 per hour DOQ

Description:

ADMINISTRATIVE ASSISTANT

Definition and Purpose:

Under the direction of the Director of Parks and Recreation, the Administrative Assistant is responsible for providing confidential administrative support including maintaining employee records, grant administration and quarterly reporting, preparing correspondence, and receiving resident inquiries. The Administrative Assistant assists with annual budget development and maintains department financial records. Requires the ability to establish and maintain strong working relations with Village personnel, officials, vendors and the general public. This position is classified as a "confidential employee."

Duties and Responsibilities:

- Provides confidential administrative support to the Director of Parks and Recreation and additional support to the Parks and Recreation division heads as requested.
- Processes new employees into the department. Off-board exiting employees.
- Oversees payroll for department employees, reviews pay rates, processes increases as specified in the collective bargaining agreement, and maintains time off records.
- Maintain and process employee uniform allowance spreadsheet and required certifications.
- Receives incoming calls, schedules appointments, handles requests for information/assistance, both internally and externally, and uses discretion and knowledge of Village operations in the appropriate routing of calls to other sources, maintains and develops positive public relations through telephone and personal contacts.
- Serves as an information source regarding department policies, procedures, standards, and requirements; provides information where independent judgment, knowledge, and interpretations are utilized.
- Provide administrative support to the Parks and Recreation Commission including agendas, minutes, and record keeping.
- Assists with the preparation of annual department budget and special projects. Tracks expenditures across departments and balances monthly finance reports.

- Processes accounts payable, prepares purchase orders, places and receives orders, resolves discrepancies with vendors, and prepares invoices for payment. Monitors expenditures against budgeted amounts.
- Produce weekly call-out schedule and distribute internally and externally.
- Orders and maintains office supplies. Orders janitorial supplies for all village buildings. Works with vendors to meet Village needs and requirements.
- Schedules inspections pertaining to Village facilities at the direction of the Parks Superintendent. This includes but is not limited to, elevators and stair lifts, boilers, burglar and fire alarms, fire suppression systems, fire extinguishers, grease traps, radon testing, and cleaning of kitchen hoods.
- Maintains and distributes weekly Shelter Rental permits.
- Oversees Party Trailer rental requests, including, payments and refunds.
- Generates, maintains, and distributes quarterly grant reports. Maintains records as required by the grantor.
- Assists with special events, including obtaining permits and acting as liaison between divisions.
- Assists in the drafting of official and/or confidential material including important records, reports, correspondence, memoranda, ordinances, resolutions, agendas and weekly reports.
- Assists all department staff as needed.
- Performs all other duties as assigned by the Director.

Supervisory Responsibilities:

- None.

Minimum Experience and Training Requirements:

- Associate's Degree in Business Administration or other related field required, Bachelor's Degree preferred.
- Minimum of five (5) years of progressively responsible office, administrative or customer service experience required or any equivalent combination of education and experience that provides the skills, knowledge, and ability to perform the functions of the position.
- Must be able to successfully pass a background screening.

Special Requirements:

- May require occasional evening or weekend hours.
- May perform duties outside of normal office hours to respond to Parks and Recreation Department needs during an emergency situation.

Knowledge Skills and Abilities:

Requires thorough knowledge of modern administrative methods, practices and procedures; requires working knowledge of the policies, procedures, and ordinances governing village administration; ability to type accurately at a working rate of speed, ability to work independently; ability to establish and maintain satisfactory working relations with Village personnel, officials, vendors and the general public; knowledge of local, federal and state regulations governing FOIA and HIPPA; ability to effectively apply written and oral English language skills; advanced organization skills, maintain multiple projects and schedules; ability to effectively communicate both orally and in writing individually or in group settings; ability to use Microsoft Office Suite including Word, Excel, Outlook and PowerPoint, specifically a working knowledge of Excel with the ability to input data, analyze data, and use graphing functions.

Physical Requirements and Work Environment

Work is generally performed in an office environment with frequent visits to/from various fire stations to provide direction and assist staff with problem resolution. May sit or stand for long periods of time, however, may require some walking, standing, stooping, and carrying of light items such as papers books, and files. Work is primarily performed indoors but may be exposed to outdoor elements for

special events. Low levels of noise typical of an office environment are expected but may be exposed to louder noise associated with Parks and Recreation equipment.

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the above representative duties, knowledge and skills.

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function. The job description does not constitute an employment agreement between the Village and the employee and is subject to change.