

ASSISTANT TO THE VILLAGE MANAGER

Department: Administration	Work Location: 1 N. Prospect Ave.	Date of last revision: December, 2019
Reports to: Village Manager	Supervises: None	Licenses/Certificates: IL Class D Driver's License
FLSA Status: Exempt	Pay Classification: 8	Hours per week: 40

NATURE OF WORK

This is professional and administrative work assisting the Village Manager in the development and coordination of Village functions and programs.

Work involves responsibility for a variety of regular tasks and special project assignments related to public relations/communications, strategic management processes, human resources, risk management, staff liaison to internal and external boards, commissions, and organizations, coordination of interdepartmental activities, economic development and budget. Work also includes research and evaluation of current and proposed programs and projects. Work is performed under the direction of the Village Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by the Village Manager.
- Performs a variety of tasks related to public relations and communications activities of the Village, coordinates bi-monthly newsletter productions, social network platforms, ensuring accuracy and usability, prepares press releases, and assists with public presentations and community meetings by all departments.
- Coordinates Maintenance, develops and administers Village website, develops and administers a communications plan for the Village.
- Serves as Information Technology (IT) officer and oversees Village's IT contract.
- Serves as risk manager and safety coordinator for Village, serves as delegate to IRMA, responsible for IRMA IMAP/MSP review, coordinates employee Safety Committee activities, ensure accident review board recommendations are implemented, coordinates

required training department wide, coordinates all Village claims with IRMA, coordinates development and consistent implementation of contractual risk transfer program.

- Conducts bi-annual compensation review, maintains Village job descriptions.
- Assists in the coordination of the Village's Human Resources Program. Maintains Village's Personnel Policies and Procedures Manual, including drafting policy updates to reflect changing practices or Village needs or changes in the law, maintains knowledge of employment law and policy trends.
- Leads recruitment of new employees, conducts exit interviews with employees leaving Village service.
- Administers and provides analysis of the annual citizen survey.
- Serves as staff liaison to Special Events Committee, coordinates the annual Dancin' in the Streets Concert Series.
- Attends Village Board meetings and other meetings as directed.
- Assists the Village Manager and department heads with special projects providing research, analysis and support for special projects, assists with bi-monthly agenda and Board and committee workshops and special meetings, assists with weekly Manager's reports.
- Assists the Village Manager and Director of Community Development with economic development activities and marketing initiatives outlined by the Village Board and Manager, conducts research as needed, assists with project review.
- Assists with preparation and review of annual budget, prepares administration department budget, assists with monthly monitoring of budget expenditures, provides assistance to finance department as needed.
- Assists the Village Manager and department heads with the preparation and submittal of grant funding applications for various projects from federal, state, and local sources as needed. Prepares and coordinates grant program components, including applications, set-up, documentation, administration, reporting and closure.
- Assists the Village Manager as needed with day to day duties and special projects, represents the Village Manager in his/her absence as needed.
- Responds to a variety of resident inquires, complaints, and requests for services, promotes and maintains responsive community relations.
- Follows safe work practices.
- Maintains a safe work environment for employees, develops standards and procedures for safe work practices, instructs employees on safe work practices.
- Reviews and signs off on all accident investigation reports. Confirms that Safety Committee recommendations for all departments are completed.
- Assists in identifying adverse organizational loss trends.
- Holds employees accountable for risk management.



- Attends appropriate risk management training and makes recommendations for department staff training.

OTHER JOB FUNCTIONS

- Performs related work as required.

REQUIREMENTS OF WORK

- Graduation from a four-year college or university with major course work in public or business administration, political science, or a related field, a Master's degree in public or business administration or closely related field preferred.
- Administrative or professional experience in local government, or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.
- Knowledge of public administration and its applications to local government.
- Knowledge of general management and organization principles and practices.
- Knowledge of human resources principles and practices.
- Knowledge of basic laws, principles, and regulations underlying the municipal corporation.
- Knowledge of data processing systems, office software, computers and networks.
- Ability to analyze complex public policy issues and problems and develop solutions.
- Ability to express ideas effectively orally and in writing.
- Ability to establish and maintain effective working relationships with the Village Board, employees, and the public.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

