



Executive Administrative Assistant

Department: Administration
Position Title: Executive Administrative Assistant
Reporting Authority: Village Administrator
Classification: Salaried, Full-Time, Non-Union, Exempt

Position Summary

The Executive Administrative Assistant performs a variety of complex and highly supportive duties for the Administration Department and Village-wide activities. Responsible for the overall smooth and effective operations of all administrative functions of the office. Requires a high degree of discretion and confidentiality.

Essential Job Functions - Executive Administrative Assistant

- Serves as Administrative Assistant to the Mayor, Village Administrator, and Assistant Administrator. Provides administrative support to the Village Clerk, Human Resource Manager, Marketing Director, and Finance Director, as requested. Responsible for performing delegated administrative duties, exercising independent judgment, discretion, and confidentiality at all times.
- Maintains the Mayor's and Administrative Staffs' calendar, and all Administrative files.
- Processes paperwork, forms, reports, correspondences, and other documents, including confidential information, from within the Village as well as outside agencies.
- Prepares agendas and reports; compiles and prepares meeting materials for distribution; prepares meeting locations; and attends meetings, to take notes and compose clear, accurate, and comprehensive minutes for various committees and board meetings utilizing BoardDocs software program.
- Disseminates FOIA requests and tracks compliance.
- Prepares and/or reviews and edits a variety of correspondence, reports, ordinances, resolutions, proclamations, agreements, notices, media releases, news articles, and other informational material about policies, programs, and services. Compiles information and performs minor research for various studies and reports. Requires judgment as to content, accuracy, and completeness.
- Maintains and orders supplies for all Municipal Departments.
- Answers questions from the general public; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate persons. Responds to the public in a courteous, respectful, and tactful manner.
- Makes recommendations regarding administrative policies, programs, services, budgets, ordinances, and agreements.
- Maintains proficiency in and regularly uses MS Windows and MS Office (including, but not limited to: MS Excel, MS Word, MS PowerPoint, MS Outlook) BoardDocs and BS&A.
- Establishes and maintains effective working relationships with individuals at all levels, including public officials, co-workers, community groups, and the general public. Often works independently and with limited supervision.
- Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines, develops, and follows personal work plan to accomplish assignments and

- objectives within available resources.
- Learns, evaluates, and applies applicable laws, ordinances, and department rules and regulations. Follows established procedures and meets adopted standards.
 - Successfully participates in, completes training, obtains and maintains applicable certification and/or licensing and eligibility in:
 1. Open Public Meetings Act
 2. Freedom of Information (FOIA)
 3. Illinois Notary Public

Other Duties:

- Maintains regular, reliable, and punctual attendance.
- Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.
- Serves as a Notary Public.
- Coordinates use of various Meeting Rooms in the Village.
- Serves as Deputy Village Clerk as needed.
- May on occasion be required to work weekends and before or after normal working hours.
- Plan holiday party.

Relevant Required Education and Experience

- College level course work in accounting, business administration, finance, or closely related field is desired. Associates Degree is desired.
- Two to Four years of progressively responsible experience in office and administrative work.

General Requirements for employment

- Must successfully pass a background check.
- Must possess valid Illinois driver's license.
- Must live within 30 miles of the Village within the first 6 months of acceptance of a position with Village.

Resumes should be submitted to:

The Village of Bourbonnais offers a competitive benefits package and is an Equal Opportunity Employer. The salary range of this position is negotiable depending on qualifications, within the budgetary range of \$50,000-\$60,000 annually.

Interested candidates should send a resume, three references and salary requirements electronically to:

Human Resources Manager, Village of Bourbonnais
HR@villageofbourbonnais.com.

Submissions accepted through April 18, 2025.