



VILLAGE OF ORLAND HILLS

Full Time Administrative Assistant to the Mayor and Administrator (Confidential Position)
Beginning Annual Salary Range: \$48,000-\$52,000

Job Description

Under the supervision of the Mayor and the Administrator, this position will be responsible for all personnel needs for the Village of Orland Hills as directed by the Mayor and the Administrator.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment. Illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize tasks as needed. Ability to create and present ideas to further enrich the Village of Orland Hills.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience preferred. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position's hours may vary depending on the Mayor's and Administrator's needs.

Primary Responsibilities

This person's duties shall include:

1. Mayor
 - Answer Phones
 - Respond to residents
 - Maintain Senior Winter Driveway Program in coordination with the Mayor
2. Administrator:
 - Assist Administrator with his/her duties and the various departments and specialized projects

Other Responsibilities

- Confidential assignments from the Mayor and the Administrator

Physical Requirements

- Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references to Brian O'Neill, Village Administrator.

Position is open until filled.

Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org