

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Executive Secretary to Mayor **CLASSIFICATION NO.:**
DEPARTMENT: Administration **PAY RANGE:** TBD
FT/PT Status: FT **REPORTS TO:** Mayor

JOB SUMMARY:

This position is responsible for the overall direction, coordination and management of the Mayor’s office, administrative assistant/receptionist and oversees reports from the Senior Department activity coordinator and/or staff.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as liaison for the Mayor with constituents, Village Council President, Members of Council, Department Directors, local and State Officials.
- Performs executive/administrative functions, including public relations matters on behalf of the Mayor. Responsible for the day-to-day overall operations of the Mayor’s office including but not limited to communications with Directors, staff members, members of Council, residents and general public; manages the Mayor’s calendar; assists with review of purchase orders with the Mayor and with Directors; maintains submittal of individual reimbursement forms and office supply needs; may attend staff and directors’ meetings.
- Performs related executive and administrative duties; prepares various reports and correspondence; answers and directs telephone calls, relieves receptionist when needed; reviews and directs incoming correspondence to the appropriate party for follow through and a status report to the Mayor.
- Creates purchase orders, submits individual reimbursement forms.
- Supervises work of staff in the Department of Senior Services.
- Supervises work of staff in Mayor’s Court.

Desirable Training and Experience Required:

High school diploma and some college coursework or the equivalent with seven (7) years or more of progressively responsible administrative and executive level work experience; or equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

Ability to operate a variety of automated office machines including computer, printer, fax machine, copy machine, postage meter and the telephone system.

Ability to use Microsoft Office, including Outlook, PowerPoint and Excel

Minimum Physical and Mental Qualifications:

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. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; reach with hands and arms.

This position may need to push, lift and/or move light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

Posting dates: November 5, 2018 through November 12, 2018 open until filled.

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.