

VILLAGE OF HIGHLAND HILLS

POSITION TITLE: Executive Secretary

CLASSIFICATION NO.:

DEPARTMENT: Mayor's Office

PAY RANGE: TBD

FT/PT Status: F/T Exempt

REPORTS TO: Mayor

JOB SUMMARY:

This position is the gateway to the Mayor's office/administration, representing the goals and ideals of the Village by promoting professionalism along with compassion and loyalty in working with residents, employees and outside agencies. Patience is a must, along with the ability to be assertive and observant.

ESSENTIAL JOB FUNCTIONS:

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

- Day-to-day management of the office by prioritizing tasks.
- Safeguard the Mayor's time by acting as a liaison and handling routine matters.
- Ensure that Village systems are functional, i.e., computers, telephones, etc.; update as necessary.
- Communicate directives and policy matters.
- Oversee support services.
- Assist with training new employees as needed.
- Monitor new employees; supervised as assigned.
- Work closely with Council President and Clerk, to maintain and further foster cooperative relationships.
- Coordinate and maintain flow of official documents.
- Work closely with Department Directors and assistants.
- Coordinate projects with department directors, staff and employees.
- Plan/organize Village events with employees and residents.
- Write/edit documents as required in management of correspondence, reports.
- Answer telephones, direct calls appropriately; schedule appointments.
- Open and read incoming correspondence and determine distribution and/or take appropriate action.
- Work closely with Mayor's direct reports and assist as needed with typing, telephone calls and research.

Desirable Training and Experience Required:

High school diploma or equivalent. Some college preferred and/or five years progressively responsible experience as an executive secretary/office manager.

Knowledge, Skills, and Abilities:

Command of the English language including spelling is paramount; computer experience, including the use of the Internet, email; mastery of basic office equipment and procedures required. Ability to compose and correct correspondence and other documents according to established rules of diction, punctuation and grammar. Ability to effectively manage a voluminous amount of information simultaneously; ability to perform basic arithmetic.

Strong telephone presence is required, along with the ability to communicate in a clear and concise manner with a variety of constituents. The ability to communicate pleasantly with a diverse population is required. Patience is key as the position deals with a myriad of responsibilities. Municipal experience is preferred.

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: September 7, 2016 until September 14, 2016 internally; after which time the position will be posted externally.

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.