



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION: GENERAL GOVERNMENT/
BOARDS AND COMMISSIONS
ADMINISTRATIVE / EVENTS ASSISTANT

EFFECTIVE DATE: June 1, 2022

DEPARTMENT: General Government	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE:	RANGE: H13	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Village Manager or designee	LEVEL OF SUPERVISION RECEIVED: General supervision		LICENSE/CERTIFICATES: Valid Illinois Class D Drivers' License

SUMMARY:

The Administrative Events Assistant is responsible for the administrative support and coordination of Village Board and Commissions events, along with the day to day administrative assistant duties for the front desk within General Government. Acts as primary point of contact for general inquiries via email and telephone. Performs a range of routine, complex, and confidential administrative support work, including preparation of Village Board agenda and packets, composing letters, preparing and distributing reports, mail, filing, copying and record keeping for Boards and Commissions and General Government. Regularly interacts with Boards and Commissions members and Staff Liaisons in order to complete assignments. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Assists Boards & Commission members and Staff Liaisons in the preparation and planning for Village events including scheduling and reserving event space, obtaining and processing applications, contracts and payments for event participants, vendors and entertainment. Receives, records and manages RSVPs	Daily 25%

	for events. Larger events include 4 th of July, Platzkonzert Germanfest, MLK Jr. Breakfast, Celtic Fest and Summer Concert Series.	
2.	Responsible for answering phones and greeting internal and external customers for the General Government Department. Answers inquiries from Boards and Commissions members, employees, the general public and other agencies received in person, by telephone or email and refers, when necessary, to appropriate department staff member(s).	Daily 50%
3.	Prepares promotional materials for events in coordination with Commission Liaisons and Communications Manager; such as event flyers, programs, electronic board messages and news articles for Village Citizen, website and social media.	Monthly 50%
4.	Responsible for creating, editing, typing and distributing commission agendas, meeting notices and minutes. Updates commission rosters, contact information and observes and communicates commission member(s) appointment term.	Monthly 30%
5.	Maintains filing system of correspondence, records, forms, and similar material according to established file classification system in order to ensure quick retrieval; gathers, sorts and checks material to be filed; files and retrieves various items as requested for Boards and Commissions, Village Manager, Deputy Village Manager, Corporation Counsel and Communications Division.	Daily 20%
6.	Responsible for the preparation and distribution of monthly agenda and packets for the General Administration & Personnel Committee and the Village Board meeting. This including typing, compiling, copying, assembling, and distributing.	Weekly 10%
7.	Assists with block party requests including processing applications, notification to requester, Police, Fire and Public Works. Coordinates Sunderlage Farmhouse rental requests.	Daily (6 months) 10%
8.	Preparing special event permits for approval.	Weekly 10%
9.	Assists with scheduling of meeting rooms for outside organizations.	Daily 10%
10.	Assists with Communications Division duties, as needed. Performs internal/external distribution of Citizen newsletter, press releases, and correspondence.	Bi-Monthly 5%
11.	Provides support to the Director of Operations in the Mayor's office and the Village Manager's office as needed.	Monthly 5%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1	Assists in answering phones for General Government staff.
2.	Receives, date stamps, and distributes incoming mail and processes outgoing mail, including general mass mailings. Compile and distribute press clippings.
3.	Process timesheets biweekly for General Government, including Legal division.
4.	Serves as a member of various employee committees.
5.	Assist with preparation of employee events, such as retirements and anniversaries.
6.	Maintains departmental office supply inventory for General Government department; counts, orders, stocks and reconciles to department budget.
7.	Update special events hotlines.
8.	Performs other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

☒ None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☒ High school diploma or general education degree (GED)
- ☐ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☐ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D.)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☒ Two to four years related experience
- ☐ Four to ten years related experience

Experience in administrative support and events planning support preferred.

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☒ Spreadsheet software
- ☒ Database software

Microsoft Outlook, Word, Excel, video conference meetings required.

- ☒ Specialized applications:

Microsoft Publisher, Project or Adobe CreativeCloud a plus.

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☒ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus
- ☐ Preferred
- ☐ Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Customer Focus:

Ability to communicate and work well within a diverse community.

Dedicated to providing professional customer service to both internal and external customers and to building and maintaining effective business relationships.

Excellent verbal and written communication skills and professional telephone etiquette.

Time Management:

Completes assignments in a timely manner.

Ability to work efficiently with minimal direction/supervision.

Able to learn quickly.

Ability to manage time while working on multiple projects at once, with various deadlines.

Problem Solving:

Gathers and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing:

Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans. Ability to multi-task. Organized, self-motivated and able to work independently and on a team.

Confidentiality:

Ability to work with and maintain confidential information.

Typing:

Ability to produce documents using a keyboard at a minimum rate of 60 words per minute corrected.

Ability to perform alpha/numeric data entry at a minimum rate of 8,000 keystrokes per hour corrected.

Computers/Office Equipment:

Ability to use a personal computer to communicate within and outside of the organization and to retrieve, prepare and store documents. Proficiency in Microsoft Office software.

Ability to operate standard office equipment.

Working Knowledge of:

Best Practices for Office practices and procedures.

Business English, spelling, grammar, sentence structure, and arithmetic.

Ability to occasionally work outside of normal business hours to assist with events. This may include weekends or holidays. Ability to occasionally work outdoors during special events.

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 with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u>X</u>	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X _____ Corrected vision of...

_____ Uncorrected vision of...

As required by the IL SOS to operate a motor vehicle

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<i>(mark all 15 conditions)</i>	Amount of Time			
<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works near moving mechanical parts	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works in high precarious places, underground, or confined spaces	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Flying debris or airborne particles	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Risk of electrical shock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works with explosives or risk of radiation	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Vibration	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Extreme illumination	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Low noise level (Normal voice tones)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Moderate noise level (Raised voice levels)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
High noise level (Shouting/ear protection may be needed)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Reviewed Approval:

Approved:

Department Director

Human Resources Management Director

Village Manager

Effective Date: 06/01/2022

Revision Date: 08/01/2023