

Management Assistant

The Village of Third Lake, located between Gurnee and Grayslake in northern Lake County, is looking for a part-time management assistant who enjoys making a difference and takes pride in being an integral part of a small team that supports our 1100 residents.

Job Description/Responsibilities

This role reports to the Village President. S/he is responsible for maintaining all Village documentation and filings not delegated to other officers. This role works closely with other staff and requires excellent customer service skills, initiative, strong attention to detail, ability to work independently, juggle multiple priorities, and problem solve issues with Village ordinances/rules.

The most common responsibilities include:

- Providing general administrative and clerical support including mail management, scanning, faxing and copying
- Maintaining electronic and hard copy filing system
- Answering questions via email, phone or in person for residents, contractors, business owners, etc.
- Purchasing, issuing annual boat stickers, boat launch keys and collecting related fees
- Providing applications and accepting and processing building plans and permit info
- Issuing building permits and collecting fees
- Preparing letters to residents addressing ordinance violations, tickets etc.
- Preparing and delivering Board and village committee meeting packets; taking minutes for these meetings
- Creating and publishing monthly newsletters
- Compiling spreadsheets and supporting documentation for Village Treasurer
- Updating the village website using Word Press
- Preparing the annual village calendar/schedule
- Soliciting bids for village projects
- Monitoring the status of village projects and following up as needed
- Opening and coding invoices in preparation for payment
- Performing routine office duties and running village errands (ex: monitoring office supplies inventory, purchasing stamps, etc.)
- Opening and closing the Village Hall on schedule

Some evening work will be required to provide support for village meetings.

Requirements and Qualifications

The job requires the following:

- High school diploma or GED
- Minimum of three years of general office support experience
- Excellent interpersonal/customer service skills
- Strong written communication skills
- Ability to multitask and prioritize
- Detail orientation with good analytical skills
- Proficient in Microsoft Office applications including Word, Excel and Publisher

- The individual must be bond eligible

The following are desirable but not required:

- College education
- Governmental work experience
- Construction experience

Work Schedule and Benefits

All work is performed from the Village Hall.

- Office hours: Monday, Wednesday and Friday or Tuesday, Wednesday and Thursday from 8:30 a.m. to 2:30 p.m.
- Support for Village meetings (averages 5-10 hours per month): most meetings are 2 hours or less in duration, start at 6:30 p.m. or 7:00 p.m. and must be concluded by 10:00 p.m.
- Unpaid time off in lieu of vacation based hours worked
- No benefits

Public transportation (Metra, Pace) is not readily available to the Village Hall.

Applications are being accepted through February 15. Please send a resume and salary requirements to Village.of.Third.Lake@gmail.com