



PT Executive Secretary, City of Sycamore

The City of Sycamore is seeking a Part-time Executive Secretary within the Administration. The Part-time Executive Secretary reports directly to the Human Resources Director. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of Part-time Executive Secretary is responsible for the clerical duties of the Administration and performs related duties including but not limited to meeting coordination, record retention, customer service, website administration, and special projects.

Minimum qualifications required:

- High School graduation is required.
- Three years of experience in a professional office environment

This is an exempt, part-time position working 20-25 hours a week. The starting hourly wage is \$15.46. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human Resources Department. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com.

The City of Sycamore is an Equal Opportunity Employer

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: January 2017

POSITION TITLE: Executive Secretary-Part-Time

GROUP: Administration

REPORTS TO: HR Director

FLSA STATUS: Exempt; covered by the rules and regulations found in the annual Salary Ordinance, the City Code, and the Employee Handbook

JOB SUMMARY

The position of Part-Time Executive Secretary provides support to the City Manager, HR Director and Treasurer. This position performs secretarial and clerical tasks as needed. is created and governed by the City Code and Salary Ordinance and is assigned to the City Manager's Office in the Administrative Services Department. This is a part-time position, working approximately 20-25 hours a week.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Administrative Services:**
 - Serve as primary reception for persons visiting the Administration suite.
 - Provide secretarial support to the City Manager, City Treasurer, Human Resources Director, and Mayor.
 - Answer incoming phone calls and route callers or provide information as required.
 - Produce and distribute correspondence for City Manager's Office.
 - Order supplies and prepare purchase orders for Administration offices.
 - Coordinate preparation of City Council agenda backup with City Manager, Department Heads, and City Clerk.
 - Assist general public with phone and walk-in inquiries.
 - Oversee record retention for City Manager including scanning, archiving and disposal of documents.
 - Maintain clip file for articles pertaining to the City.

- 2. Special Projects:**
 - Periodically coordinate or respond to special projects as assigned by City Manager, City Treasurer, Human Resources Director, or the Mayor.
 - Post City information on the City's web site and Facebook page.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of local government and the Council/Manager form of government.

- Advanced knowledge of office terminology and procedures.
- Knowledge of general office equipment, including the personal computer and phone system.
- Knowledge of public relations and business communications.
- Extensive knowledge of data/word processing applications.
- Knowledge of budget development and implementation.
- Superior written and oral communication.
- Excellent organizational and interpersonal skills.
- Demonstrated ability to establish trust and rapport with Department Heads and City Council.
- Ability to maintain professional composure and take action when confronted with difficult situations.
- Ability to maintain confidentiality, and solve problems expeditiously.
- Ability to work as a team player, take the initiative to develop programs, and make constructive suggestions.
- Ability to work under supervision and independently.
- Willingness to learn.

MINIMUM QUALIFICATIONS REQUIRED

Education

- High school diploma or equivalent required; Associate's or Bachelor's Degree from an accredited college or university in related field a plus.

Experience

- Three years of experience in a professional office environment.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, talk or hear in person and by telephone, use hands and fingers to feel or operate standard office equipment, and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is regularly required to use written and oral communication skills, analyze and solve problems, observe and interpret people and situations, learn and apply new information and skills, perform detailed work on multiple concurrent tasks, work under intensive deadlines, and interact with staff and others encountered in the course of work.

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employee may interact with upset staff and/or public and private representatives in the course of work.

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