



VILLAGE OF SWANSEA, IL

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Administration

REPORTS TO: Village Administrator

STATUS: Full Time, Regular

FLSA STATUS: Non-Exempt / Hourly

DATE PREPARED: September 2020

PAY CLASSIFICATION: \$15.75 – \$18.90/per hour based on qualifications

JOB SUMMARY

The Administrative Assistant performs a variety of general administrative duties within the Administrative offices of the Village. In this position you must provide effective, efficient and economical public services to the customers visiting, telephoning or otherwise interacting with the Swansea Government Center. Provides assistance and support, as needed, to the Mayor, Elected Officials, Village Administrator, Human Resource Manager, Finance Manager and Utility Billing Clerks. Specific duties and responsibilities may vary daily as well as with the normal and seasonal services provided.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Provide lobby reception and assistance to those visiting the government center; Sell refuse stickers and distribute recycling bins to new residents; Assist residents with the reservation of park pavilions and facilities, processing forms and payment, and maintaining the reservation log; Process yard sale permits and maintain Senior van list. Respond to general questions and requests for information from walk-in customers as well as email questions.

Provide telephone reception for the Government Center, answering and routing telephone calls, and taking messages when appropriate; Monitor Village's general email address, routing any correspondence sent to that email address to the appropriate person for review and response; Process incoming mail, date stamp, and route appropriately; Process outgoing mail.

Provide backup lobby and telephone reception for the Sewer Billing Clerks, including the acceptance and processing of sewer billing payments; Assisting customers with billing questions and issues; Verify Sewer Billing deposit records for accuracy before deposit.

Provide administrative support for all activities related to the Building & Zoning Department; Provide lobby reception to visitors seeking building, zoning and occupancy permits; Provide telephone reception for calls related to building, zoning and occupancy issues; Assist visitors with the completion of appropriate building, zoning and occupancy forms; Process such forms and payments; Maintain files; Enter data for applications, permits and violations, in the Village's data base, and maintain that data, producing reports as needed; Take telephone calls requesting inspections and coordinate with the appropriate inspectors to

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schedule; Assist with the processing of code violations and the general implementation of code enforcement; Assist the Building and Zoning Director with correspondence and other support services.

Provide general clerical assistance and support to the Mayor, Elected Officials, Village Administrator, Human Resource Manager, Finance Manager, Building and Zoning Director and other Village staff as needed.

Perform other duties as necessary or assigned;

Coordinate the Village licensing and permit processes, specifically related to Liquor sales, Raffles, Video Gaming, Tow Yards, the registration of landlords, and the annual registration of the non-residential use of

Assist with the monthly production of the Swansea Report; Oversee advertisers, coordinating with those seeking to advertise and with those already doing so on a regular basis; May take, process and layout new ads; set up new monthly issue, maintain community calendar, compile information and assist with layout; Invoice advertisers monthly, track and process payments;

Maintain new resident informational packets for distribution to those moving into Swansea; Keep information up-to-date; Assemble packets and keep sufficient numbers on hand based upon typical need.

Oversee the Village's Freedom of Information Act process; Serve as a designated assistant to the FOIA Officer; Help ensure that the Village complies with the Freedom of Information Act; Have primary responsibility for coordinating the Village's response to all FOIA requests; Research, gather data, and respond to any such requests within the time frames required; Be aware of any and all requests made through any other employee or official and maintain the master log of each request as well as the Village's response; Maintain FOIA training.

Oversee the Village's Municipal Code of Ordinances; Keep master Municipal Code book current and up to date with any amendments or other changes to those ordinances; Make copies of any changed pages in the Municipal Code and distribute to all holders of a code book to help ensure that all code books are kept current and up-to-date; Maintain citizen access to the up-to-date Village codes and regulations.

Monitor the Village's general inventory of office supplies and paper products; Price and place orders for replacement supplies as needed.

Organize and maintain the Village's central document filing system, helping to ensure the efficient and effective storage and retrieval of files, records and information. Send and track invoices for fire department inspections. Track new business inspections to the Village (building and fire). Input building, electrical, plumbing, and mechanical and sewer inspection results into the Village database. Review and occasional submit correspondence to the Ameren Government Portal. Send invoices for grass cutting by public works. Create, file, and send weed liens. Maintain weed lien log.

In Addition to the above duties this position is also serves as The Deputy Village Clerk, in the absence of the Village Clerk, has the power and duty to execute all documents required by any law to be executed by the Village Clerk and affix the seal of the Village thereto whenever required. In signing any documents, said Deputy Clerk shall sign the name of the Village Clerk followed with the word "By" and the Deputy Clerk's own name and the words "Deputy Clerk".

Possess general familiarity with rules of order for meetings, state statute, Illinois Municipal Handbook, Swansea Municipal Code. Demonstrate the ability to capture and document events of meetings and actions of the Board during such meetings. The Deputy Clerk, in the absence of the Clerk, shall prepare all commissions, licenses, permits and other official documents required to be issued by him/her under the Municipal Code and shall attest the same with the corporate seal, and shall, in like

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manner, attest all deeds for the sale of real estate owned and conveyed by this Village. Demonstrate administrative and management duties for a legislative body in at least some of the following areas: elections, human resources management, general management, meeting administration, execution of official documents, records management, financial management, and management of legal instruments. Has the ability to communicate effectively with Elected Officials, Village Administrator, employees of the Village and the general public.

GENERAL QUALIFICATIONS

- Must be at least 21 years of age.
- Must have strong written and verbal communication skills.
- Must be able to read and write, have the ability to learn, and the ability to accurately understand and explain applicable local, State and Federal codes, statutes and regulations.
- **Must have excellent customer service skills.**
- Must be able to effectively interact and communicate with others, including the general public, have the ability to help defuse and resolve resident complaints.
- Must be able to work independently as well as work with others as a member of a team.
- Must have a working knowledge and ability to effectively use a personal computer, printers, copier, fax, scanner, telephones, and other typical business technology, and be proficient in the use of MS Office software.
- Must have knowledge of typical administrative office principles, practices, and operations, the general format of business / government correspondence, policy manuals and filing / record systems.
- Must possess effective time management skills.

EDUCATION / EXPERIENCE

- At a minimum, have a high school diploma or its equivalent. Education beyond a high school diploma is a plus.
- Must have at least two (2) years' work experience in a similar position performing similar tasks. Experience working in another municipality or with another public sector employer preferred.
- We are willing to train the right individual but general knowledge is the key to being successful in this position.
- Willingness to learn and adapt is a must for this position!

PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.

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- Must have the ability to sit, stand, and walk for extended periods of time.
- Must be able to pass a drug screen

Working Environment/Hours/Telework

- This position is Monday thru Friday 8:00am-4:30pm
- Location is at our Government Center
- Telework is not offered for this position

Qualified Candidates should send a Resume & Cover Letter to: kessenpreis@swanseail.org or by mail Attn: Village of Swansea Human Resources 1444 Boul Ave. Swansea, IL 62226

No in-person applications or drop off Resumes will be accepted at this time due to COVID-19

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