

Position: Administrative Assistant

Qualifications: High school diploma required; an associate or bachelor's degree preferred. A minimum of 5 years office administration experience with a strong working knowledge of Microsoft Windows, PowerPoint, Excel, Word, Outlook, and QuickBooks. Proof of a valid Illinois driver's license and current automobile insurance.

Salary Range: \$53,000 - \$60,000 depending on qualifications and experience

Overview: The Township Administrative Assistant is a full-time position with health benefits responsible for providing administrative and support services as required by the office of the Supervisor. The position reports directly to the Supervisor.

Specific Duties:

- Provides administrative support to ensure efficient operations of the office.
- Answers and directs phone calls, schedules meetings, and supports visitors.
- Assists with public inquiries and information in a professional and courteous manner.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Develops and maintains a filing system.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Manages and updates the Township website.
- Prepare all Board Meeting agendas, minutes, financials, packets, proclamations, and resolutions, including materials from Board Meetings that are closed to the public under the Open Meetings Act.
- Has authorized access to the Township Supervisor's confidential files regarding employee pay and compensation, grievances and other labor and employee relations matters.
- Responsible for accounts payable, prepares bank deposit slips, completes payment vouchers for bills, handles the mailing of payments for bills and assists with the annual audit.
- Coordinates and oversees the annual social service agency grant applications.
- Coordinates and oversees the scheduling of meeting room rentals.
- Serves as the Health Plan Representative for employees
- Serves as the Illinois Municipal Retirement Fund Representative for employees
- Serves as the designated Freedom of Information Act Officer for the Supervisor's Office.
- Processes Pace bus pass applications and voter registration applications.
- Serves as a Notary.
- Assists with the preparation of bid packets and the overall bid process.
- Assists Elected Officials as needed.
- Attend Township Board Meetings as needed.
- Work collaboratively with colleagues
- In the absence of the Supervisor, designated supervisor of the Township Office.
- Perform other duties to enhance the service provided by Libertyville Township as assigned by the Supervisor