CITY OF DANVILLE, IL
JOB NOTICE

FOR POSITION OF
EXECUTIVE ASSISTANT TO THE MAYOR

POSTING DATE – June 4, 2021 – June 18, 2021

Normal Work Hours: 8:00am to 4:30pm

Salary Range: $38,094 - $58,641

Duties: This position performs a variety of complex, highly sensitive, confidential executive and operational support functions for the Mayor.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

   Education: The minimum educational requirements for this position are:

   - Employee must hold a high school diploma, or GED. Two-year college degree or equivalent coursework and training in the field of business administration, office operations, or closely related field preferred.

   Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

   - Employee must have a minimum of two to three years of increasingly responsible experience in a secretarial or office management capacity that exhibits the ability to engage in critical thinking, accountability, good judgement and organizational awareness rather than simply completing routine clerical assignments. Experience working in government environments preferred.

Required Skills: Employees must possess, at minimum, a basic working knowledge of the following skill sets along with the ability to demonstrate an improvement of these skills within 30 days of their start date.

   - Seasoned administrator who anticipates needs.
   - Attention to detail, with an ability to meet strict deadlines within a high volume environment.
   - Ability to develop and establish systems to organize the Mayor’s Office, ensuring smooth daily operations.
   - Excellent grammar and spelling in written and oral communication.
   - Must be able to exercise a high degree of confidentiality.
   - Ability to work with office staff, public officials, managers and the general public using tact, proper judgement, courtesy, and diplomacy.

Required Licenses: The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

   - Illinois Class D Vehicle Operators License
   - Notary Public

Residency Requirements: Employees and Officers of the City must establish their principal residence in Illinois, within 5 miles of the City of Danville corporate limits within six months following successful completion of their probationary period.

Applications and transfer requests are available at www.cityofdanville.org/human-resources.html and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, or deposited in the City Hall main floor lobby application box Mon – Fri 1:00 – 4:30, or emailed to HR@cityofdanville.org.

EOE
City of Danville, Illinois
POSITION DESCRIPTION

Position Title: EXECUTIVE ASSISTANT TO THE MAYOR
Classification No. 231
Normal Work Hours: 8:00 a.m. – 4:30 p.m. (Subject to change)
Salary Range: $39,094 - $58,641
Department: Public Affairs
Division: Mayor's Office

Type of Position:
  _X_ Full-Time Regular   ___ Temporary   ___ Overtime Exempt   ___ Union
  ___ Part-Time   ___ Seasonal   _X_ Non-Exempt   _X_ Non-Union

Position Reports To/Supervised By: Mayor

Position Oversees/Supervises: N/A

Position Summary: This position performs a variety of complex, highly sensitive and confidential executive support functions and operational support for the Mayor.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

  Education: The minimum educational requirements for this position are:

  A high school diploma. Two-year college degree or equivalent coursework and training in the field of business administration, office operations, or closely related field preferred.

  Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

  - Employee must have a minimum of two – three years of increasingly responsible experience in a secretarial or office management capacity that exhibits the ability to engage in critical thinking, accountability, good judgement and organizational awareness rather than simply completing routine clerical assignments. Experience working in government environments preferred.

  Required Skills: The following skills are basic to the functions of this position: Candidates should possess these skills or be able to show their ability to develop these skills within 30 days of their start date.

  - Must have proficient computer skills including but not limited to: MS Office (Word, Access, Excel, and PowerPoint, Outlook, etc.).
  - Must have good math skills including addition, subtraction, multiplication, division, percentages, interest and similar concepts.
  - Must be able to communicate effectively both verbally and in writing.
  - Must have basic knowledge of city government and be familiar with offices and agencies of other local, state and federal levels of government.
- Must have professional level knowledge of business English, grammar, and spelling, as well as the ability to compose professional business correspondence.
- Must have ability to establish and maintain highly effective working relationships with the Mayor, City Council, other elected and appointed officials, committee members, City Department and Division Heads, City team members, citizens, businesses, representatives of civic and community groups, the media, and others encountered in the course of work.

**Required Licenses:** The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

Valid Illinois Driver's License
Illinois Notary

**Essential Duties and Responsibilities:** The following examples are illustrative of the work duties and responsibilities of this position. In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor. Regular and predictable attendance is an essential function in the performance of this job.

- Demonstrates honesty and integrity in professional and personal behavior and attitudes in order to represent the City and the Mayor in a positive light.
- Performs a variety of confidential and responsible secretarial functions for the Mayor in a timely manner.
- Makes independent decisions within the scope of established policies and regulations; answers technical and specialized inquiries; provides information regarding municipal administrative methods, policies, and procedures.
- Answers telephones and takes messages, responds to e-mails, answering a wide variety of inquiries or requests regarding municipal operations.
- Receives and screens visitors and telephone calls, providing information and handling issues that require sensitivity and sound independent judgment;
- Reviews, determines the priority of, and routes assigned incoming correspondence.
- Conducts research and responds to requests for information.
- Resolves complaints from constituents, referring certain issues to appropriate staff members or City departments for resolution.
- Interacts with individuals and/or businesses who may be upset about various circumstances in a firm yet respectful and courteous manner.
- Assists Mayor with purchase order approvals on municipal accounting software.
- Assists City Council members with various items and updates Aldermen contact lists.
- Assists the Mayor with a variety of complex and technical materials (correspondence, and proclamations, ordinances, resolutions, etc.)
- Composes a variety of correspondence, including proofreading materials for content, accuracy, grammar, punctuation, spelling and format.
- Develops and maintains a varied filing system (often confidential) and monitoring location of material out of files to assure replacement.
- Makes, cancels and/or revises appointments and meeting schedules for the Mayor. Maintains complete record of over 100 Mayoral appointments to various commissions, boards and committees; advising the Mayor when appointments are due to expire.
- Makes and maintains a schedule of room reservations for the Mayor's conference room, the City Council Chambers, and the Community Room in the City Municipal Building.
- Maintains complete records of liquor licenses issued in the City of Danville.
- Compiles agendas for all Oversight Committees and City Council meetings, making certain that all agenda items have the necessary paperwork to support the item, and following the requirements of the Illinois Open Meetings Act.
- Maintains payroll and attendance records for most Department heads, the Public Affairs Division, Human Relations Division, and Legal Division.
- Processes vouchers for payment for the Mayor's Office and Human Relations Division.
- Manages Mayor's office public records.
- Inventories and when necessary orders office supplies.
- Oversees operations of the mailroom postage machine and the second floor copy machine.
- Addresses FOIA request responses in the Office of the Mayor.
- Plans and organizes employee events such as holiday luncheons, staff retreats, etc.
- Assists in planning and implementation of the Neighborhood Association Groups annual workshop.
- Responsible for maintaining and distributing employee telephone listing.
- Maintains door access fob system and issuance of keys at the municipal building.
- All other duties as assigned by the Mayor.

**Physical Demands:** The physical demands shown on the accompanying Chart 2 are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environmental Demands:** The work environment characteristics shown on Chart 2 are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Information:** Employees of the City of Danville are expected to be honest, courteous and helpful to the public and handle matters in confidence. The City Council has adopted a "Code of Ethics" that is applicable to all employees and officers of the City.

**Residency Requirements:** Employees and Officers of the City of Danville must establish their principal residence in Illinois, within 5 miles of the City of Danville corporate limits within six months following successful completion of their probationary period. As per current personnel policy (39.04-A), any employee hired after June 18, 2019 who exercises his or her right to live outside the corporate limit of the City, but within five (5) miles of the corporate limit, shall be required to pay a Residency Contribution to the City. The residency contribution shall be made up of the following: the City's Public Safety Pension fee; and $300.00 to be considered as a property tax replacement fee. Each employee shall be notified of the total Residency Contribution to the paid to the City. By choosing to establish residency outside of the corporate limits of the City, an employee exercising their right to live within five (5) miles of the corporate limit agrees to have the payment of the Residency Contribution deducted from their pay in equal bi-weekly installments between January 1 and April 30 of each year.

**Probationary Period:** New employees must serve a 90-day probationary period. Successful completion of the probationary period is based on the employee's ability to carry out the essential duties and responsibilities of the position as determined by the individual's supervisor and/or department head.
City of Danville, Illinois – CHART of PHYSICAL and ENVIRONMENTAL DEMANDS

CHART NO. 2  POSITIONS: General Office Worker – (Clerical/Bookkeeping/Data Entry)

**ESSENTIAL PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>From Table</th>
<th>Job Requires</th>
<th>ACTIVITY</th>
<th>From Table</th>
<th>Job Requires</th>
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</thead>
<tbody>
<tr>
<td>Walk</td>
<td>3</td>
<td>O</td>
<td>Lower</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>Sit</td>
<td>3</td>
<td>C</td>
<td>1. Weight</td>
<td>1</td>
<td>LM</td>
</tr>
<tr>
<td>Stand</td>
<td>3</td>
<td>M</td>
<td>2. Height</td>
<td>1</td>
<td>A</td>
</tr>
<tr>
<td>Climb</td>
<td>3</td>
<td>O</td>
<td>Craw</td>
<td>3</td>
<td>NA</td>
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<tr>
<td>1. Stairs</td>
<td>3</td>
<td>O</td>
<td>Turn</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>2. Ladders</td>
<td>3</td>
<td>NA</td>
<td>1. Standing</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>3. Scaffold</td>
<td>3</td>
<td>NA</td>
<td>2. Sitting</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>4. Other</td>
<td>3</td>
<td>NA</td>
<td>Carry</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>Kneel</td>
<td>3</td>
<td>M</td>
<td>1. Weight</td>
<td>1</td>
<td>LM</td>
</tr>
<tr>
<td>Bend</td>
<td>3</td>
<td>M</td>
<td>2. Distance</td>
<td>1</td>
<td>T</td>
</tr>
<tr>
<td>Reach</td>
<td>3</td>
<td>M</td>
<td>Handle/Feel</td>
<td>5</td>
<td>BN</td>
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<tr>
<td>Push</td>
<td>3</td>
<td>M</td>
<td>Finger Dexterity</td>
<td>5</td>
<td>AN</td>
</tr>
<tr>
<td>1. Weight</td>
<td>1</td>
<td>LM</td>
<td>Color Distinction</td>
<td>5</td>
<td>N</td>
</tr>
<tr>
<td>2. Height</td>
<td>1</td>
<td>A</td>
<td>Visual Acuity</td>
<td>5</td>
<td>N</td>
</tr>
<tr>
<td>Pull</td>
<td>3</td>
<td>M</td>
<td>1. Close/Reading</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>1. Weight</td>
<td>1</td>
<td>LM</td>
<td>2. Normal</td>
<td>3</td>
<td>F</td>
</tr>
<tr>
<td>2. Height</td>
<td>1</td>
<td>A</td>
<td>3. Distance</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>Lift</td>
<td>3</td>
<td>M</td>
<td>4. Peripheral</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>1. Weight</td>
<td>1</td>
<td>LM</td>
<td>Driving Vehicle</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>2. Height</td>
<td>1</td>
<td>A</td>
<td>Operate L/Hvy Equipment</td>
<td>3</td>
<td>C/NA</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS / ENVIRONMENTAL DEMANDS**

| Primary Work Locations | 2 | ID | Noise Level | 5 | N |
| Other Work Locations   | 2 | NA | 1. Vocal    | 4 | MD|
| Climatic Conditions    | 5 | N  | 2. Mechanical | 4 | NA|
| 1. Normal              | 4 | LM | 3. Vehicular | 4 | L |
| 2. Hot                 | 4 | MD | Vibrations  | 4 | NA|
| 3. Cold                | 4 | MD | Atmospheric Conditions | 5 | N |
| 4. Variable            | 4 | L  | 1. Humid    | 4 | L |
| Exposure to Hazards    | 5 | BN | 2. Wet      | 4 | NA|
| 1. Height              | 4 | NA | 3. Dry      | 4 | L |
| 2. Cramped Quarters    | 4 | NA | 4. Odors    | 4 | L |
| 3. Exposure to Burns   | 4 | NA | 5. Dust     | 4 | L |
| 4. Electrical          | 4 | NA | Work Relations | NA | NA|
| 5. Mechanical          | 4 | NA | 1. Work Alone| 3 | F |
| 6. Radiant Energy      | 4 | NA | 2. Work With Others | 3 | O |
| 7. Toxic               | 4 | NA | 3. Work Around Others | 3 | C |

**KEY TO ABBREVIATIONS AND DEFINITIONS**

Table 1 – Weights and Distances
- L – Light (0-10)
- LM – Light to Moderate (10-25)
- M – Moderate (25-45)
- MH – Moderate to Heavy (45-75)
- H – Heavy (over 75)
- S – Small/Short (0'-3')
- A – Average (3' - 6')
- T – Tall/Long (over 6')

Table 2 – Location
- ID – Indoors
- OD – Outdoor
- G – Garage
- DV – Driving

Table 3 – Percent of Time
- M – Minimal (Less than 10%)
- O – Occasional (10-25%)
- F – Frequent (25-50%)
- C – Constant (over 50%)

Table 4 – Exposure
- L – Light
- LM – Light to Moderate
- MD – Moderate
- MH – Moderate to Heavy
- H – Heavy

Table 5 – Other
- BN – Below Normal
- N – Normal/Average
- AN – Above Normal
- V – Variable
- SE – Seasonal

NA – Not Applicable