



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
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www.villageofnorridge.com

September 7, 2024

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

JOB POSTING:

PART TIME ADMINISTRATIVE ASSISTANT & EXECUTIVE ASSISTANT TO THE VILLAGE BOARD

Under the supervision of the Village Administrator or his/her designee, the candidate will be responsible for various administrative duties. The candidate will also act as the Executive Assistant to the Village Board. The job is part-time, approximately 20 hours per week, and days and hours are negotiable.

Duties and Responsibilities:

As the Executive Assistant to the Village Board:

- Schedule meetings and appointments.
- RSVP to events and enter events into the Board's calendar.
- Prepare correspondence on behalf of the Board, as needed.
- Assist with events.

As the Administrative Assistant:

- Update the digital Village marque message boards.
- Update the Village Hall lobby digital bulletin board.
- Assist in the planning of various Village events.
- Answer phones.
- Other ad hoc and miscellaneous administrative duties, as assigned by the Village Administrator.

Qualifications & Requirements:

- Successful passing of required pre-employment exams.
- High School diploma or equivalent.
- Completion of annual OMA training.
- Must possess excellent communication skills.
- Must be proficient in Microsoft Word, Excel and Outlook upon hire. Skills test may be administered as part of the interview process.
- Must be able to prepare business correspondence that adheres to the principles and formats of business writing as well as attention to spelling and grammar.

Pay Rate: \$20.00 per hour. The position does not include any benefits other than the possibility of participation in IMRF, depending on hours worked and previous IMRF Tier status.

In order to be considered for the first round of review, please remit your employment application by 9:00 AM September 20, 2024. Applications will continue to be received and reviewed until the position is filled.

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706