



VILLAGE OF OAK PARK  
POSITION RECRUITMENT NOTIFICATION  
FOR INTERNAL & EXTERNAL CANDIDATES

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**Job Classification:** Executive Coordinator  
(Neighborhood Services Department)

**Department/Division:** Neighborhood Services Department/Administration  
**Employment Status:** Full-time  
**Hourly Salary/Grade:** \$32.18/hr. - \$39.42/hr. +/- DOQ - Grade 3  
**FLSA:** Non-Exempt  
**Union:** Non-Union  
**Employment Commission:** N/A  
**Deadline for Application:** Open until filled, first review August 5, 2024

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**POSITION SUMMARY:**

This position performs a wide variety of responsible and complex administrative and clerical duties for a Village department; and provides information and assistance to the public regarding department to which assigned. This is the advanced journey level class in the coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including monitoring budgets, and recommending improvements in work procedures. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654541056>.

For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us) ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance. vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## EXECUTIVE COORDINATOR-NEIGHBORHOOD SERVICES

Department: Neighborhood Services

FLSA: Non-Union Non-exempt

Pay Grade: 3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

To perform a wide variety of responsible and complex administrative, and clerical duties for a Village department; and provides information and assistance to the public regarding department to which assigned.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including monitoring budgets, and recommending improvements in work procedures. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department director.

May exercise direct supervision over secretarial and clerical staff.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

### Essential duties and responsibilities

1. Perform administrative duties within the clerical support system; supervise the ordering and storage of appropriate supplies; recommend improvements in work flow, procedures and use of equipment and forms.
2. Compiling annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts as assigned.
3. Screen office and telephone callers; respond to complaints, requests for information, and status, requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and route mail.
4. Type and proofread a wide variety of reports, letters, agenda packets, memoranda and statistical charts; type from rough draft, verbal instruction or transcribing machine



## EXECUTIVE COORDINATOR-NEIGHBORHOOD SERVICES

recordings; independently compose correspondence related to assigned responsibilities.

5. Participate in the duties relating to administration of a department; assist in preparing comprehensive reports, preparing minutes of meetings, preparing agendas of board and commission meetings.
6. Maintain personnel and payroll records; process paperwork for personnel actions including new hires, termination and promotions; monitor performance evaluation dates and provide appropriate forms to staff.
7. Assist in a variety of department operations; perform special projects and assignments as requested.
8. Support board and commission activity.
9. Manage office support function; direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work accuracy.
10. Maintain calendars of department activities; meetings and various events; coordinate activities with other Village departments, the public and outside agencies.
11. Organize and maintain complex technical filing systems.
12. Perform general clerical work including filing, scheduling appointments and meetings, and processing payroll.

### Other important responsibilities and duties:

1. Serve as secretary to various committees and commissions; may take and transcribe meeting minutes.
2. Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
3. May provide technical support in the absence of technical staff.
4. Coordinate travel arrangements for department staff as needed.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS *Required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### Knowledge of:

- English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment including Word, Excel and Outlook.
- Modern office procedures, methods and computer equipment including Word, Excel, and Outlook.
- Business letter writing and basic report preparation.



## EXECUTIVE COORDINATOR-NEIGHBORHOOD SERVICES

- Principles and procedures of record keeping.
- Principles of supervision, training and performance evaluation.

### Ability to:

- Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Village and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Independently prepare correspondences and memoranda.
- Supervise, train and evaluate assigned clerical staff.
- Take and transcribe dictation, if required by assigned position, at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Operate and use modern office equipment including a computer and word processor.
- Work cooperatively with other departments, Village officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.
- Work overtime as operations require.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Sitting for extended periods of time*
  - *Operating assigned office equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations*
  - *Communicating with others*



## EXECUTIVE COORDINATOR-NEIGHBORHOOD SERVICES

- *Reading and writing*
- *Operating assigned office equipment.*

### Experience and Training Guidelines

Experience: Five years of responsible clerical experience involving public contact and performing work similar in nature and at the level described above in the Examples of Duties. -AND-

Training: Qualified applicants must possess an Associate's Degree in management, business administration, public administration, information systems, communications, accounting or a related field from an accredited college, business college or other accredited post-secondary educational institution. Sixty (60) semester credit hours of successfully-completed, college-level, accounting-related coursework is required in lieu of the Associate's degree. Possession of a bachelor's degree in the areas listed is desirable.

Selected applicants for appointment to the Executive Coordinator job classification are required to demonstrate their knowledge of modern office procedures, methods, computer software functions and techniques related to Word, Excel, Outlook, and Access beyond an introductory level, customer service, and administrative support procedures using appropriate testing and measurement methods.

### WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position and continual answering of phones; ability to stand and service customers at counter; continuous exposure to computer screens. Some flexibility in work hours should be anticipated.

### Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.