

**CITY OF MONMOUTH, ILLINOIS
JOB DESCRIPTION**

Job Title: Executive Administrative Assistant

Summary Description: Under the direct supervision of the City Administrator, this provides high level support to Mayor and Administrator in the day-to-day management of all municipal operations and services. Requires confidentiality in many business matters and deeply involved in numerous grant applications as well as grant contact administration, along with financial and technical reports to state and federal agencies. Performs research on many topics to assist management in preparing municipal policies while providing considerable clerical/technical duties for top management. Represents Administration in communications with public and all municipal departments and screens/redirects inquiries where/when appropriate.

Representative Duties:

- Establishes and revises the Administrator's and the Mayor's calendars, informs them of impending engagements, and prepares necessary materials.
- Relieves the Administrator and/or Mayor of numerous personal contacts and determines an appropriate course of action.
- Accompanies the Administrator and/or attends meetings, participating as requested.
- Coordinates logistical arrangements relating to conferences/meetings/ travel for the Administrator/Mayor.
- Reviews the Administrator's and/or Mayor's incoming mail, selects items and responds independently within scope of responsibility, and provides drafts of responses and/or relevant documentation for remaining items.
- Composes correspondence, memos, and reports that represent the Administrator and/or Mayor's position. Transcribes, records, and/or composes confidential or sensitive information.
- Reviews and edits documents prepared by the Administrator/Mayor for content and appropriate spelling, punctuation, syntax, and format; modifies copy as necessary.
- Researches/reports information which requires the evaluation of sources or the application of regulations and procedures to specific cases.
- Establishes and maintains the Administrator's and/or Mayor's confidential records and files.
- Anticipates and responds to the detailed office support needs of the Administrator and/or Mayor through the independent performance of lower level duties or supervision of assigned staff.
- Researches, organizes, requests quotes, collects data and writes grants as they become available. Administer specific grants if received. Liaison to WIRC for grants they are administering.
- Maintains GATA – Grants Accountability and Transparency Act site. Updates as necessary.
- Chairs designated committees and/or manages specific projects as assigned by the Administrator.
- Provides direction, input to Interns working with the City for resolution of issues, clarification of projects, providing solutions to issues.
- Liaison to the Census Bureau for the City of Monmouth. Develops and chairs the Complete Count Committee to engage the residents in realizing the importance of an accurate count to our community.

- Plans, organizes, assigns, reviews the work of the unit's clerical staff. Participates in their selection, training, and evaluation.
- Maintains an overall awareness of organizational activities of import or impact to the Administrator/Mayor and the unit; coordinates and expedites necessary actions. Assists when necessary.
- Serves as liaison between the Administrator/Mayor, internal staff, external units, and outside agencies.
- Administrative Assistant to the Fire Chief and the Director of IT.
- Submits MFD payroll/wage changes for paychecks, provides Fire Chief with updated OT and FLSA sheets, complete with any wage increases/reductions.
- Maintains the budget update for the Fire Chief.
- Codes invoices as necessary prior to submission to the Account Manager.
- Orders items necessary for the Director of IT.
- Inputs the power bills into the respective form(s) for proper accounting of costs prior to submittal for payment.
- Submits annual traffic light power billing to the Illinois Department of Transportation – July through June.
- Produces the annual TIF Report and submits to the State of Illinois.
- Maintains TIF records/sends out notices of meetings as required. Records/transcribes minutes for approval.
- Reviews Invoice Report and maintains a file of bills approved by the City Council with date of approval.
- Participates in the analysis, design, and implementation of office information systems.
- Submits/Manages the liability/property insurance claims, liaison with current insurance company. Assists with annual renewals for liability/property/Workers Comp with the Administrator.
- Submits Workers Compensation Claims; liaison with current W/C insurance claim agents.
- Coordinates Wellness Clinics in conjunction with the Account Manager/HR.
- Updates the City of Monmouth Community Calendar as necessary/when possible.
- Manages the Shops of Monmouth Facebook page.
- Performs other related duties as assigned.

Skills and Qualifications

Requires excellent communication and decision-making skills with independent judgment. Ability to professionally represent City Administration when interacting with all internal and external contacts and ability to multi-task with duties that change frequently, is essential. Must be detail oriented with strong proficiency in mathematics, finance, spelling, punctuation, sentence structure with ability to learn and understand multiple governmental verbiage and/or technical reporting. Strong communication skills, both verbal and in writing, is required, as well as working knowledge of current office/accounting/word processing computer software.

Please submit all resumes to jan.helms@cityofmonmouth.com