



Equal Opportunity Employer

Village of Homewood
JOB POSTING
for
Administrative
Secretary
Fire Department - Building Division

A diverse community of nearly 20,000 residents located 25 miles south of Chicago, the Village of Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Homewood's award-winning downtown is recognized by numerous national and regional news outlets because of its active and lively environment. A variety of outdoor festivals throughout the year, including one of the area's longest running farmers' market, bring residents together and showcase the Homewood business community to visitors. Continuous brick-paved sidewalks and active public spaces create endless opportunities for social interaction as well as one-of-a-kind shopping and dining.

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient and timely municipal services to its residents, stakeholders and customers. The Village also provides a well-resourced and stable place of employment for its employees. The Administrative Secretary position provide critical support to the various functions of the Building Division and is responsible for performing highly responsible administrative, coordination and secretarial services for the Division. These functions include researching codes and ordinances related to property maintenance, building and code enforcement activities; answering inquiries regarding basic building and zoning issues related to property codes; maintaining records; processing office invoices; preparing customer correspondence; and scheduling inspections. The position also provides backup administrative support to the Village Manager's office.

The successful candidate will have an associate's degree or bachelor's degree, or equivalent experience with relevant certifications. Applicants must have excellent cognitive skills, along with well-established verbal and written communication, and customer service skills. Applicants must be demonstrably well-versed in utilizing various office-type software including MS Office Suite and other database management and/or enterprise software.

The salary range for the position is \$51,465 to \$68,991. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, ICMA-RC retirement plans, paid sick, vacation, and holiday time.

Only emailed packets (application, cover letter and resume) will be accepted. To apply, email a completed packet to Napoleon Haney, Assistant Village Manager nhaney@homewoodil.gov by **Friday, September 28, 2018 at 5:00 p.m.** Applicant submittals should be a single PDF document titled only with first and last name. The application and recruitment advertisement and can be downloaded by visiting www.homesweethomewood.com and entering "Employment" into the -Search Homewood- box.