



ADMINISTRATIVE ASSOCIATE

The City of DeKalb is seeking a full-time Administrative Associate to join our team. The Administrative Associate is the first point of contact in the Building and Code Division for residents, contractors, and employees. The Administrative Associate assists customers in-person and over the telephone, processes building permits, coordinates and fulfills Freedom of Information (FOIA) requests and provides administrative support to the Building and Code Division. This position completes various administrative and confidential tasks while working under minimal supervision.

We require a high school diploma or equivalent and a minimum of two year of administrative and/or secretarial experience. Prior building permit or experience in a construction office strongly desired. Associates degree in office management, business, or closely related field preferred.

The starting salary range for the position is \$43,995 +/- commensurate with knowledge, skills, and experience. The City of DeKalb provides a comprehensive benefits package that includes medical, dental, vision and prescription benefits, life insurance coverage, HSA & flexible spending accounts, deferred compensation, and participation in the Illinois Municipal Retirement Fund (IMRF).

Please visit our website to view the full job description, hiring requirements, and application instructions.

<https://www.cityofdekalb.com/254/Employment>

Initial review of applications will begin Monday, November 15, 2021. Position will remain open until filled.