



City of Batavia

Administrative Assistant Part-Time

SALARY	\$27.13 - \$37.41 Hourly	LOCATION	City of Batavia 100 North Island Avenue Batavia, IL 60510
JOB TYPE	Part-Time	JOB NUMBER	005
DEPARTMENT	Community & Economic Development	OPENING DATE	10/10/2023
CLOSING DATE	11/3/2023 4:00 PM Central		

Position Summary

Ready to be apart of the administrative engine that keeps permits moving in the heart of Batavia's Community and Economic Development Department? Join our dynamic team and become the driving force behind transformative growth and development.

This is responsible administrative and secretarial work serving as secretary for a department or division and involving the performance of delegated administrative duties. Work involves performing diverse administrative, secretarial, and support activities. Work often involves extensive public contact and requires effective coordination with other City departments and agencies. Work requires the exercise of considerable judgment, initiative, and discretion based on knowledge of departmental policies and procedures. Incumbents perform general duties with a minimum of supervision. Work is performed under the direct supervision of the division or department director.

This position is a part time on-site position reporting to the City of Batavia's City Hall building. Ideally a typical work schedule for this position is Monday to Friday 10:00AM-2:00pm, working 20-25 hours per week with some potential flexibility.

Pay grade 7 on the City of Batavia's wage and salary ordinance with starting pay \$27.13-\$31.86 an hour DOQ with prorated benefits.

Essential Duties & Responsibilities

Receives and screens telephone calls and visitors; responds to inquiries and complaints; handles routine matters and directs unusual matters to superior or to appropriate authority.

Processes applications for a particular department's services which may include building, electrical, engineering and plumbing permits, special event permits and various licenses; schedules inspections; answers basic code inquiries; maintains permanent records of applications, permits and inspections. Maintains records on a variety of departmental activities such as permit information, violations and zoning information; prepares inspection schedules.

Relieves a department head of routine administrative and office management details; checks reports, memos, and other written communications for accuracy and conformance to policies and procedures.

Assists in the preparation of, or prepares correspondence, special reports, surveys, requests for information, correspondence, news releases, newspaper ads and legal notices for bids and hearings, newsletters, and other materials.

Using a computer and appropriate software, types correspondence, reports, and other department documentation; transcribes material; composes and types letters, memos, and notices for signature of superior.

Schedules appointments and meetings; sorts and delivers department mail; operates a variety of office equipment, including personal computers, calculators, typewriters, fax machines, and copiers.

Maintains effective relationships with other City departments; sends and receives requests for information and other matters on behalf of departmental management staff.

Processes bills and prepares purchase orders for department; orders supplies for department.

Tracks budget activity to assist in preparation of annual budget.

Performs other duties as assigned.

Minimum Qualifications

Education & Experience:

Graduation from high school (or GED) with advanced course work in business or secretarial science including the use of a computer in an office setting; experience in secretarial work; some previous experience within the scope of responsibilities of a particular City Department desirable, but not required; or any equivalent combination of training and experience.

Knowledge, Skills and Abilities:

Considerable knowledge of Microsoft Office Suite, office procedures and practices.

Knowledge of and ability to perform arithmetic calculations quickly and accurately.

Ability to deal with the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials and the general public.

Ability to effectively communicate verbally, in person, over the phone, and the ability to compose and prepare effective correspondence in writing.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms unique to the department of assignment.

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee frequently is required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch. The employee is occasionally required to walk, and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The City of Batavia is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success.

Agency

City of Batavia

Address

100 N. Island Avenue

Batavia, Illinois, 60510

Phone

630-454-2070

Website

<https://www.bataviail.gov/>

Administrative Assistant Part-Time Supplemental Questionnaire

*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

*QUESTION 2

Do you have a High School diploma or GED?

- Yes
- No

*QUESTION 3

Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?

- I do not have enough skills to meet the definition of Basic level below.
- Basic
- Intermediate

Advanced

QUESTION 4

Do you speak any languages other than English? If so, please list them and your proficiency.

***QUESTION 5**

Do you have experience working with permits and/or permit software?

Yes

No

QUESTION 6

Why are you interested in this position with the City of Batavia?

QUESTION 7

List any certifications or special qualifications that we should consider when reviewing your application.

* Required Question