

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Environmental Services and Land Use Department to fill a vacancy in the following job classification.

Job Classification: Office Coordinator
Location: LaSalle County

Department: LaSalle County Environmental Services and Land Use Department
119 W Madison St., Room 107
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00 am to 4:30 Monday – Friday.

Wage: TBD

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by sending a completed LaSalle County Employment Application and Resume:

Attn: Brian Gift
Environmental Services and Land Use
119 W Madison St., Room 107
Ottawa, IL 61350

Or email to landuse@lasallecounty.org

POSITION OPEN UNTIL FILLED

LaSalle County

Job Description



Job title: Office Coordinator

Work Location: 119 West Madison St., Room 107, Ottawa, IL 61356

Division/Department: Environmental Services and Land Use

Reports to: Director of Environmental Services and Land Use

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Report to and function as an assistant to the Director in accomplishing the day-to-day management of the Department as requested by the Director in the performance of this job function. Provide office support to other departmental staff when necessary and as needed. This position will also be the first point of contact for calls and visitors to the department.

Responsibilities assigned shall include but not be limited to:

- Maintaining a strong working relationship with the Director through organization, communication and support in the day-to-day management issues and administrative activities of the department
- Tracking and filing monthly bills
- Responsible for accounting and preparation of fund deposits for permits and zoning fees
- Tracking and sending zoning case invoices to petitioners
- Maintaining grant files and documentation
- Maintaining central timesheet files for the department
- Maintaining other departmental files as necessary
- Document management including the preparation for microfilm/scanning and destruction of files
- Assist in typing of letters and other documents as assigned
- Maintaining and tracking Exempt Housing files
- Assembling investigation files, duplication of these documents and distribution of these documents
- Coordinating enforcement hearings
- Coordinate special printing and mailing events and implement when necessary (including certified mail)
- Monitoring of departmental supplies and ordering of such when necessary
- General photo copying of all types of departmental documents (confidential and non-confidential)
- Answer telephones and field phone calls
- Mailing letters and other items
- Accepting permit applications and reviewing for completeness
- Health Department notification and distribution of permits to applicable inspector
- Copying and distribution of issued permits to Township and County Assessment offices
- Preparing ZBA minutes
- Accomplish other tasks as may be assigned from time to time by the Director
- Maintain compliance with all County and Department policies and procedures
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- Associate's degree preferred; 3-5 years of experience in office support or administrative assistant position will be considered.
- High School Diploma required.

- Familiarity with construction/permits preferred
- Must be able to operate office equipment
- Proficient in Microsoft Office software
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Attention to detail and accuracy
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

PHYSICAL DEMANDS:

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.

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, reaching, pulling, grasping and Repetitive motion - use of the wrists, hands and fingers.

Defined as Sedentary Work – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, and pull of objects. Sedentary work involves sitting most of the time. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: