

HUMAN RESOURCES DIVISION

PHONE: 815/724-4020

FAX: 815/724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES:

JOB POSTING #: 11-18
POSTED: 01/31/2018, 8:00 a.m.
EXPIRATION: 02/28/2018, 4:30 p.m.
TITLE: OFFICE MANAGER (Position Code #1664)
SALARY: \$53,438 - \$72,141
DEPARTMENT: CITY MANAGER
DIVISION: CITY MANAGER

GENERAL PURPOSE

Performs high-level administrative and secretarial support for the Mayor & City Council, City Manager and Deputy City Manager. Conducts research, prepares statistical reports, coordinates responses to information requests and manages assigned projects. Serves as Public Information Officer coordinating external and internal communications regarding City matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Functions as liaison between the general public and City Staff. Acts on City inquiries and problems by assigning issues to the appropriate office and providing answers and solutions to the appropriate parties in a timely manner. Responds to inquiries from elected officials when appropriate.

Serves as Public Information Officer coordinating internal and external City communications including press releases, newsletters, social media and web site updates. Proactively collaborates with City departments to initiate and identify topics for timely and informative communication.

Collaborates in the development and management of a communications plan. Is responsible for the implementation of the plan, and updates the plan as necessary.

Coordinates with departments in preparation and planning of Council meeting agendas.

Manages projects as assigned by the City Manager or Deputy City Manager pertaining to general governmental needs, economic development and other areas as may be assigned.

Maintain day-to-day management of the administrative needs of the City Manager's Office including ordering of supplies, interacting with vendors and visitors, attending to needs of court personnel, meeting scheduling and other routine needs that may arise.

May occasionally attend City Council or committee meetings

Provides general administrative support to the City Manager's Office, as needed. Composes, types and edits correspondence, reports, memoranda and other material requiring judgment

as to content, accuracy and completeness. Maintains and organizes office files for easy access. Responds to telephone calls, correspondence and email inquiries as necessary.

Provides backup to related positions and other duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, accounting and bookkeeping.
- (B) Five (5) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- (C) Valid Illinois driver license.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to type accurately from a clear copy or rough draft at the rate of 60 wpm.
- (B) Working knowledge of computers, copiers, scanners and common office technology. Knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Working knowledge of applications within the Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.
- (C) Skill in operation of listed tools and equipment.
- (D) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; and ability to manage multiple projects.
- (E) Ability to understand and follow complex oral and written directions;
- (F) Ability to maintain complex clerical records and prepare reports from such laws, ordinance, regulations and established policies.
- (G) Ability to maintain confidentiality on sensitive subjects.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER