COMMUNITY DEVELOPMENT (CD) DEPARTMENT ASSISTANT

DEPARTMENT: COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT
POSITION TITLE: CD ASSISTANT
JOB TYPE: ADMINISTRATIVE
DATE OF DEVELOPMENT: DECEMBER 4, 2018
FLSA STATUS: NON-EXEMPT
REVISION DATE: JUNE 13, 2019
EEOC STATUS: ADMINISTRATIVE, OFFICE, PROFESSIONAL
POSITION STATUS: PART-TIME
SALARY: $25,000-$27,000

General Job Description
This individual will report to the Director and is responsible for providing support in the implementation of projects and programs that support the mission and vision of Sauk Village’s CD Department. This individual will provide administrative support and will be responsible for all organizational record keeping, including certifications, permits, data bases, contractors, licenses, citations and liens. This individual will be responsible for providing support for the coordination and implementation of projects and programs that support commercial, office, and industrial development within Sauk Village including business attraction, business retention and expansion, development of public facilities and infrastructure, small business development initiatives, and other programs including property management and industry specific research.

Essential Skills
Skills required for this position include, but are not limited to, database system maintenance; writing and editing; newsletter production and distribution; typing, filing, telephone courtesy, and office maintenance; and community partnership development.

This position is part time (29 hours per week max). No Benefits. Mileage reimbursement for business related travel.

Job Duties and Responsibilities

- Maintain scheduling and events calendars for the Director.
- Maintain and implement social media and marketing on behalf of the department.
- Conduct research, compile data, and prepare reports or other documentation for consideration and presentation by Director.
- Develop marketing and advertisements for the organization.
- Compile and maintain a database with complete inventory of currently available commercial and industrial properties within the village.
- Upload information to state property program,
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional networks.
- Work with the Director to respond to possible business recruitment leads in a timely and effective manner.
- Prepare invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheets, database and/or presentation software.
- Answer telephone calls and give information to callers, take messages, or transfer calls.
- Greet visitors or callers handle their inquiries or direct them to the appropriate persons.
- Preparing Monthly Building Permit Log for Cook County Assessor.
- Assisting with Presentations for RFI’s.
- Assisting with IHDA Grant and Reimbursements.
- **Re-Occupancy Applications**: Intake, logging, validation, assigning & ordering inspections, and print certificates upon completed inspection for signature.
- **Building Permits**: Intake, logging, assigning to inspector for pricing, and calling applicants to pick-up.
- **Contractor Licenses**: Intake, logging, validating, issue license & mailing (Updating Insurance Certificates), preparing renewal letters and applications annually.
- **Business Licenses**: Prepare database, sending out renewal letters and applications, send out vending machine applications, receiving applications updating log, validating application, printing license, obtaining signatures and sending to businesses, entering citations, enter code citations, preparing the Court Docket, preparing liens, obtaining information from Water Department for liens, obtaining proper legal description form County Records, preparing lien to be filed, filing liens with County Recorder, releasing liens when paid.

**Additional Information**

**Working Conditions**: Normal office based working environment.

**Physical Demands**: The Assistant will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administrator may do some light lifting of supplies and materials from time.

**Environmental Conditions**: The Assistant may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The Assistant may find the environment to be
busy, noisy and will need excellent organizational and time management skills to complete the required tasks.

Sensory Demands: Sensory demands include the use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy making it difficult for the administrator to concentrate.

Mental Demands: Significant stress is caused by the need to discontinue services to residents when necessary. The Administrative Assistant will have to manage requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

Minimum Qualifications: 10-15 years of progressive Administrative, Professional Office Experience, Managerial, Specialist and/or Community knowledge and experience is desirable. This position is an administrator / professional managerial position. Significant experience with professional office, meetings, complex office systems and approaches to development is key to the position.
DISCLAIMER: The Village of Sauk Village is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, military or veteran status (except dishonorable discharge), disability or any other status protected by law.

This job description describes a general category of jobs. To meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described and duties are subject to change as requirements of the job change.

The omission of a duty does not exclude it from the position if the duty is similar, related or a logical expectation for an individual to perform as part of the job responsibilities or if necessary to assist the Village to provide services to the public under changed or unusual circumstances.

IN ACCORDANCE WITH SECTION 3 OF THE FAIR LABOR STANDARD ACT THIS POSITION IS NONEXEMPT FROM OVERTIME.

ACKNOWLEDGMENT
I acknowledge that I have read the job description and requirements for this part-time position and I certify that I can perform these functions.

________________________________________  __________
Signature                                          Date

*Management has the right to add or change the duties of the position at any time.