



Senior Administrative Assistant Human Resources (Part-Time)

Village of Oak Brook

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Closing Date:

Salary: This is a part-time, non-exempt position with a full pay range of \$29.04 - \$39.27 per hour.

Description:

Purpose of Position:

Under the direction of the Assistant Village Manager, the Administrative Assistant supports the Human Resources operations of the Village by administering benefit programs, maintaining personnel compliance documentation, processing employee data, coordinating onboarding and exit procedures, and contributing to the preparation of mandated reports and employee communications.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist with administering and communicating employee benefit programs, including health, dental, vision, and life insurance aligned with Intergovernmental Personnel Benefit Cooperative (IPBC). Assist with employee open enrollment meetings and address benefit and claims issues for employees and retirees.

Maintain and update the Personnel Manual, policies, and procedures in compliance with changing legal mandates and Board directives.

Perform HR functions under supervision, including compensation analysis, recruitment coordination, employee relations, and drafting job descriptions.

Prepare or assist in preparing reports such as quarterly activity summaries, EEO-4 Biennial Reports required of all local governments under Title VII of the Civil Rights Act of 1964, OSHA reports, and unemployment submissions.

Maintain HR data within the MUNIS software system related to payroll, attendance, and personnel management.

Coordinate new employee onboarding, orientation, exit interviews, and retirement processing, ensuring compliance with FMLA and ADA obligations.

Maintain accurate employee personnel, training, and safety files; organize and manage the document destruction process consistent with Village policies.

Assist with employee relations, workplace investigations, and disciplinary actions in compliance with 820 ILCS 40/7, governing the confidentiality of disciplinary records.

Assist with coordinating pre-employment medical exams and background checks pursuant to EEOC and ADA regulations concerning medical inquiries and fitness-for-duty evaluations.
Support collective bargaining negotiation preparation.
Ensure compliance with various employee protection laws, including FLSA, PSEBA, and ICRMT risk management standards.
Provide confidential information to authorized individuals and agencies as permitted by law.

Additional Tasks and Responsibilities:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Additional Knowledge, Skills and Abilities

Knowledge of generally accepted Human Resources practices and procedures in accordance with federal and state laws and other guidelines.
Excellent analytical and problem solving skills.
Demonstrated customer service skills.
Ability to multitask and work with a high workload while meeting deadlines.
Knowledgeable of computer hardware and software including networked files, word processing, spreadsheet, and database applications. Additionally, having the ability to learn and navigate within MUNIS or similar software.
Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the Village and outside of the organization.
Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission of the department.
Ability to read, understand and interpret manuals, laws, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, guidelines, personnel rules, union contracts, work rules, and similar documents, including requests for service, applications, resumes, bills, federal and state laws, local ordinances, reports, budgets.
High level of skills using written communicate skills using proper grammatical form.
Proficient when communicating verbally in group and individual settings.
Ability to prioritize projects, plan, and accomplish goals.
Complete all tasks in compliance with Village policies, safety rules and employee manual.
Regular, predictable and punctual attendance.

Supervision Received:

Works under the general supervision of the Assistant Village Manager.

Supervision Exercised:

None.

Minimum Education, Training and Experience Required to Perform Essential Job Functions:

Required: High school diploma or GED.

Preferred: Additional coursework, certification, or technical training in Human Resources, Business

Administration, or related field.

Two years of progressively responsible administrative, HR, or clerical experience within municipal or public sector offices preferred. Proficiency in word processing, spreadsheet development and simple database development. Excellent oral and written communications skills, confidentiality and discretionary judgment essential.

Demonstrated knowledge of labor and employment law pertaining to employer-employee relations, negotiation techniques, and current trends in labor/employee relations including relevant court decisions and legislations.

Demonstrated knowledge of federal and state employment law and equal employment guidelines and policies including the principles and practices of staffing administration including methods and techniques used in recruitment and selection, classification and compensation, and training.

Demonstrated knowledge of and ability to develop, implement, administer, evaluate, and/or modify comprehensive and integrated general human resources programs designed to attain organizational goals and objectives.

Demonstrated ability to meet deadlines, define, measure, and evaluate results.

Demonstrated knowledge of research methods and report preparation.

Ability to provide workable solutions to human resource issues and build consensus.

Ability to effectively work with others to encourage individual participation and creativity while providing support to individuals and groups during decision-making processes.

Ability to effectively manage conflict.

Ability to establish and maintain effective working relationships with employees, supervisor, department heads, Village Manager, and the public.

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communication:

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as invoices, billing statements, advertisements, time/material reports, salary schedules, personnel policies, budget, computer software operating manuals, village code, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, the general public, consultants, contractors, vendor representatives and other Village employees.

Mathematical Ability:

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability:

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements:

A complete list of physical demands can be found in the attached ADA Position Description Questionnaire

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some kneeling, stooping, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability:

Ability to work under often safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use and irate individuals poses a very limited risk of injury.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Oak Brook is an Equal Opportunity Employer. Consistent with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Illinois Human Rights Act, the Village prohibits discrimination or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other status protected by law. Reasonable accommodation is available to qualified individuals with disabilities unless such accommodation imposes an undue hardship.