



## Assistant Village Manager

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**Position Purpose:** Under the supervision of the Village Manager, this position is directly involved with the general administrative and operational functions within a Village, working closely with the Village Manager to handle administrative functions and Village affairs as assigned by him/her. This position is both a line and staff position involving the direction of certain units and staff functions for the Village Manager. The position requires a high degree of professionalism, independent judgment and the overall ability to work with all levels within a Village government. The incumbent acts generally for and on behalf of the Village Manager, and in the event of his or her absence or disability.

### Essential Functions (list in order of importance including measures)

- Administers and oversees various Village Department programs to ensure sound management and fiscal restraint, and appropriateness of services being provided.
- Administers and oversees specific programs, in relation to public works functions (i.e., street lighting and maintenance; water and sewer system upgrading; buildings and grounds improvements; contractual services).
- Coordinates and analyzes information from Department Heads to make appropriate recommendations and/or take necessary action directly.
- Determines operational needs to upgrade Village services and resources.
- Provides Village Manager with oral and written information as requested, such as updates on department activities and personnel, special programs, financial reports.
- Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts.
- Works with Village Manager to prepare for budget hearings and Board meetings.
- Represents the Village Manager in dealings with public officials, consultants, Board members, Village employees and the general public.
- Acts generally for and on behalf of the Village Manager and assumes these responsibilities in his or her absence or disability.

### General Job Requirements

- Graduation from a recognized college or university with a bachelor's degree\* in Public Administration or closely related field and either: five (5) years' experience in the field of public administration; or (b) master's degree\* in Public Administration or a closely related field.
- A minimum of five (5) years' experience in the field of public administration.

Submit Resumes to [Jellekson@Maywood-il.org](mailto:Jellekson@Maywood-il.org)

*The Village of Maywood is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Village will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. The Village of Maywood welcomes diversity in the workplace and appreciates the gift it brings in serving others.*