



ORLAND TOWNSHIP

14807 S. RAVINIA AVE., ORLAND PARK, IL 60462 | (708) 403-4222

JOB TITLE: ASSISTANT ADMINISTRATOR
EFFECTIVE DATE: IMMEDIATELY

JOB DESCRIPTION:

Assist the Executive Administrator in daily operations and provide support to Orland Township. Organize and implement programs and services by evaluating the needs of Orland Township residents, setting objectives, and developing standard operating procedures. Maintain an organized, functional, and current office/community center.

Requirements: Ability to help direct and motivate staff members. The ability to communicate effectively with various individuals and resolve conflicts. Maintain current knowledge of all township services and operations and be available to staff by providing data, information, or technical assistance as needed. Knowledge of management techniques, building maintenance, payroll, and accounting is preferred. Must be able to maintain a flexible schedule, which may include weekends, evenings, or holidays.

Experience: High school degree required; college education preferred. Minimum of five years of experience in administrative or management capacity, including financial or payroll experience. Program planning and/or community work experience preferred. Computer experience required, including proficiency in Microsoft Office applications; experience in accounting software is a plus.

Major Responsibilities:

- Collaborate with the Executive Administrator to align goals, objectives, and work plans for the delivery of timely and quality programs and services.
- Expedites workflow and standardizes procedures to improve efficiency and effectiveness of operations.
- Collect and pay bills; collect and review timesheets, submit payroll.
- Ensures that assigned areas of responsibility are performed within budget; conducts cost control activities; monitors revenues and expenditures in the assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Building overview: Contacts repairmen, electricians, HVAC technicians, mechanics, etc., as necessary.
- Acts on behalf of the Executive Administrator in their absence.
- Supervises all staff members as needed.
- Meets with residents regarding concerns and questions.
- Performs all other assignments as requested by the Supervisor and Board of Trustees.

Official Application attached.

Please send resume and application to Executive Administrator, Lindsay Napleton:
lindsayt@orlandtownship.org