

**VILLAGE OF HIGHLAND HILLS  
JOB POSTING**

**December 6, 2021**

**POSITION TITLE:** Assistant to Mayor  
**DEPARTMENT:** Mayor's Office  
**FT/PT Status:** Full-Time

**CLASSIFICATION NO.:**  
**SALARY:** TBD  
**REPORTS TO:** Mayor

**JOB SUMMARY:**

Under general supervision, performs a wide range of administrative and office support activities for the Mayor's office and/or managers and supervisors to facilitate the efficient operation of the Village.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily tasks for the department. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee morale.

**QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Ability to add, subtract, multiply, divide and calculate decimals and percentages.
- Ability to operate a variety of automated office equipment including computer, printer and telephones.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Must have good oral, written and interpersonal communication skills.
- Must maintain a professional appearance and courteous manner with residents, visitors, contractors, and fellow employees.
- Must be well organized, detail oriented, flexible, and have the ability to maintain confidentiality.

**Posting dates: Open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*