

Village of

University Park



Vivian E. Covington
MAYOR

Dorothy R. Jones
VILLAGE CLERK

BOARD OF TRUSTEES

Oscar H. Brown, Jr.
Milton C. Payton
Paula C. Wilson
Elizabeth Williams
Theaplise Brooks
Curtis McMullan II

Devon Dilworth
VILLAGE TREASURER

John E. Pate
VILLAGE MANAGER

Founded in 1967 as a planned community, University Park was designed for quality of life. University Park boasts a championship golf course, a 30-acre lake, a community pool, one of the largest industrial parks in the state of Illinois, and is home to Governor State University-a 4-year University.

University Park is a pleasant place to live. We feature a broad mix of housing from single family residential to condominium, and apartment complexes. The Village features hiking trails and winding walking and biking paths. Quality education, affordable homes, and a close-knit, active community also make University Park a good place to raise a family.

University Park's strategic location is just 30 miles south of Chicago's downtown loop area and is a key factor in its economic development potential and will continue to be so in the years ahead. The Village is served by multiple nearby interstate highways which allows for the combination of rural beauty and easy accessibility.

Position Summary:

This position reports to the Village Manager and supports the Mayor and the Board of Trustees internally and externally.

The Executive Liaison will provide high-level administrative support to the Mayor and Board of Trustees by handling information requests, preparing documents, conducting research, scheduling meetings, organizing emails, arranging conference calls, etc. The candidate will possess and display exceptional organizational and planning skills, independent decision-making abilities, a highly-professional demeanor, discretion, and excellent interpersonal skills. Equally as important will be the ability to develop strong working relationships with Mayoral leadership and their respective administrative assistants.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Ensures coordination and optimal scheduling of strategic meetings/events with internal and external constituents for the Mayor and Board of Trustees.
- Manages various trustee and committee meetings, travel arrangements including supporting agendas, preparatory documents, etc.
- Works with all members of the Board of Trustees as the liaison to ensure quality communications.
- Independently conducts research and/or collaborates with colleagues to ensure that the Mayor and Board of Trustees are properly briefed and prepared for all meetings and events.
- Manages community engagements for the Mayor and Board of Trustees in coordination with the Village Manager, as needed, prior to appointments and events.
- Manages and serves as the Mayor & Board of Trustees liaison with high-level administrative tasks, including but not limited to scheduling and reporting, prioritize and research
- Works with the Mayor and Board of Trustees on all meeting schedules, communications and priorities for the coming year.

Village Hall – 698 Burnham Drive, University Park, Illinois 60484
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- Works in behalf of the Mayor and Board of Trustees to ensure policy and report documentation is complete.
- Represents the Mayor and Board of Trustees at required meetings/ events.
- Attends and assists with Mayor and Board of Trustees meetings and events as required.
- Addresses concerns and requests brought to the Mayor and Board of Trustees through direct response or appropriate referral with the concurrence of the Village Manager.

Job Qualifications:

- Associate's or Bachelor's Degree Preferred
- Typically has 3 to 5 years of prior experience supporting an Executive
- High level of proficiency in business writing and calendar management required.
- Proficiency in current software applications (Microsoft Office, Excel and PowerPoint).
- Ability to effectively present information and respond to inquiries of a sensitive and confidential nature from donors, faculty, staff and other constituencies.
- Excellent written and oral communication skills, including the ability to edit documents and independently compose correspondence.
- Maintains an advanced degree of confidentiality and sense of urgency.
- Ability to work with all levels of management and staff.

Salary and Benefits: \$18.00 per hour (Part-Time Position) with a 24 hours per week maximum without benefits.

To be considered for the position please submit resume, cover letter, current salary information, and contact information for three (3) professional references by June 1, 2018 by 5:00 p.m., via both U.S. mail to the Village of University Park, c/o Village Manager & Director of Public Safety John Pate, 698 Burnham Drive, University Park, Illinois 60484, and by email to John Pate at jpate@university-park-il.com.