

**Montgomery County Board**  
**#1 Courthouse Sq. Room 202**  
**Hillsboro, IL 62049**

**You can also go on Indeed to apply.**

Montgomery County has a full time job Administrative Assistant position opening in the Coordinated Services Department working for the County Board. Candidate must have proficient experience with Microsoft Office Excel and Word and have good computer skills. Strong organization and time management skills with attention to detail and accuracy in work. Ability to prioritize tasks and meet deadlines. Candidate will also be performing EPA landfill and open dump inspections and sending the reports to the State. Knowledge of Local government is a plus. For a full job description please go to the County website at: [montgomerycountyil.gov](http://montgomerycountyil.gov) – Send application and resume to [cbadmins@montgomerycountyil.gov](mailto:cbadmins@montgomerycountyil.gov) or mail to: #1 Courthouse Sq. – Room 202, Hillsboro, IL 62049. Deadline to apply is Monday, December 4<sup>th</sup>, 2023 by 4:00 pm.

**Essential Job Duties and Responsibilities:**

**Coordinated Services Office:** Responsible for coordinating information and projects between County Board and County Offices. County Meeting Calendar, and Reservations for three meeting rooms. Works on all administrative work for the County Board. Makes sure County Board and Committee meeting agendas and minutes are posted and put on the county web site in a timely manner. Coordinates all projects for the County Board. Follows time constraints for all county board meeting agendas and projects.

- Prepare vouchers for Building & Grounds, Economic Development, EPA and Coordinated Services Offices.
- Respond to inquiries on County Zoning.
- Maintain Inventories of Buildings and Grounds, Coordinated Services Office, EPA Office and County Board Room.
- Obtains information for FOIA requests pertaining to County Board and Building and Grounds Projects for the States Attorney's Office to review.
- Oversees and provides backup for all the duties of the Coordinated Services Office Assistant.

**County Board:**

- Attend and take minutes of County Board and Committee meetings.
- Make sure Committee and Full Board Agendas are accurate and posted in compliance with the Open Meetings Act.
- Prepares the Long Agenda for the Full Board Meetings that the Chairman of the Board and Committee Chairman can follow to make their report and motions.
- Attends Personnel Committee and Union Negotiation Meetings. Communicate information between the Personnel Committee and the Union Business Agents.
- Draft letters and correspondence for County Board Members.
- Prepare spreadsheets for County Board members and County Offices as assigned.
- Research info for County Projects and draft reports for County Board review.
- Prepare County Board Reorganization packets after every 2 year election.
- Performs other duties and responsibilities as required or assigned by the County Board for County Projects or scope of this position.
- Keep track of County Maintenance Agreements with outside vendors like the elevator

**Building and Grounds Maintenance:** Work with and assist the Building and Grounds Maintenance Employees and Projects. Prepares bid specs for smaller projects when an Engineering Company is not involved.

**Enterprise Zone Administrator:** County Enterprise Zone Program which includes 13 Units of Government.

- Assist businesses applying for EZ benefits.
- Process property tax abatements for business in the EZ and prepare approval letters to County Clerk's Office instructing them to abate taxes on the qualifying business.

- Issue Sales Tax Exemption Certificates to Qualifying Businesses making improvements to their property.
- Work with the G.I.S. Coordinator for EZ mapping of territory legal descriptions
- Promote and educate the County EZ Program.

**Grant Administration:**

Assist in preparing grant applications for County projects to DCEO and other State and Federal Agencies. Once the Grant is awarded, keep track of project activity and expenses in order to file quarterly reports to the State and Federal agencies. Prepare and submit grant closeout paperwork once project is completed and grant funds have been received. Must follow close time constraints for grant paperwork deadlines.

**Supervision Received:** Supervision is provided by the County Board Chairman and work can be assigned by the remaining 14 County Board Members.

**EPA – Inspections of Open Dumping and Landfill.** Complete reports and download picture for IL EPA. Assist in grant reporting for funding reimbursement.

**Knowledge, Skills and Abilities:**

Ability to effectively multi task the roles, skills and responsibilities of this position. Knowledge and comprehension of state statutes and local ordinances. Ability to demonstrate effective interpersonal and communication skills with internal and external constituents such as County Officials, citizens, business owners, employees, agency representatives, and state and federal agencies. Must be able to work under time constraints and coordinate priorities to accomplish tasks and projects to meet required deadlines. Must have proficient knowledge of Microsoft Word and Excel.