


**Village of Orland Park Job Description  
ASSISTANT TO THE VILLAGE MANAGER**

	<b>DEPARTMENT</b>	Administration		
	<b>REPORTS TO</b>	Village Manager		
	<b>CLASSIFICATION</b>	Non-Union	<b>FLSA STATUS</b>	Exempt
	<b>DATE REVISED</b>	4/13/2026	<b>PAY GRADE</b>	7
	<b>POSITION EMERGENCY STATUS</b>	Critical	<b>OSHA HRC</b>	Lower Exposure Risk

**POSITION OVERVIEW**

Responsible for performing crucial, professional level collaborative projects and support for a variety of programs and activities of the Village Manager’s Office and general village government administration. In addition, this position will analyze performance data and identify opportunities of improvement for related departments, Village programs and activities.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Assist the Village Manager in overseeing daily operations, managing interdepartmental coordination, and supporting special projects.
- Prepare meeting agendas, board packets, and communication materials for Village Board meetings.
- Attend Village Board, committee, and other meetings as needed, representing the Village Manager’s Office and/or the Village.
- Conduct research, gather data, perform analysis, and prepare recommendations for policies, programs, grants, contracts, and operational decisions.
- Plan, administer, analyze, and report on community surveys to support data-driven decision-making; ensure survey design quality, regulatory compliance, and effective resident communication.
- Coordinate and manage municipal accreditation programs.
- Assist with development of short- and long-range organizational plans; prepare technical, statistical, and narrative reports to support strategic initiatives.
- Support management activities such as reviewing legislation, coordinating departmental system enhancements, and representing department leadership as assigned.
- Conduct organizational and operational reviews; evaluate the efficiency of Village operations, workflows, procedures, and training programs; recommend improvements.
- Collaborate with managers and staff to implement operational changes resulting from studies and analyses.
- Communicate official plans, policies, and procedures to staff and the public; provide presentations to Village supervisors, boards, committees, civic groups, and residents.
- Assist in developing and implementing performance measurement frameworks and methodologies across Village departments.
- Strengthen internal capacity by providing technical assistance, training, and support for performance measurement tools and methods.
- Collaborate across teams to develop and maintain KPIs and dashboards that deliver actionable insights.
- Monitor and evaluate progress of strategic initiatives and deliver regular updates to leadership and key stakeholders.

- Prepare drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, and related documents.
- Promote continuous improvement by contributing ideas, facilitating collaborative work, and supporting positive customer service outcomes.
- Demonstrate professionalism, cooperation, and courtesy in interactions with staff and the public, contributing to a harmonious and effective work environment.
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## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### EDUCATION AND EXPERIENCE

- Bachelor's degree in Public Administration, Business Management, or a related field (graduate degree preferred).
- Three (3) to five (5) years of professional experience in a similar role, preferably within a fast-paced and dynamic environment.
- OR an equivalent combination of education, training and experience.

### LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.

## REQUIRED KNOWLEDGE AND SKILLS

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### KNOWLEDGE:

- Principles and practices of public administration.
- Data sampling and statistical analysis techniques.
- Budgetary practices and terminology.
- Accounting procedures and practices.
- Operational principles and concepts related to the department or functional area to which assigned.
- Project management and analytical techniques.
- Principles and practices of contract administration.
- Correct business English, including spelling, grammar and punctuation.
- Applicable codes, regulations and legislation related to duties.
- Data analysis tools and software, such as Excel, SQL, or Tableau.
- Computer applications related to duties.
- Techniques for working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

### SKILLS:

- Professional – level analytical skills with the ability to collect, organize, and analyze large volumes of data in a variety of areas.
- Problem-solving abilities, with the ability to make decisions and recommendations.
- Attention to detail and a strong commitment to producing accurate and reliable reports.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Ability to work independently and manage multiple priorities within tight deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Excellent oral and written communication skills, with the ability to effectively convey complex information to both technical and non-technical stakeholders.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of performing work duties.
- High level of professionalism and discretion.

**MANAGERIAL/SUPERVISORY RESPONSIBILITIES**

None

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is performed in an office environment.

**PHYSICAL**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

**POSITION TITLE:** Assistant to the Village Manager

**DATE RECEIVED:** Click or tap here to enter text.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME