

EMPLOYMENT OPPORTUNITY

Assistant Village Administrator – Village of Johnsburg

The Village of Johnsburg is seeking a multi-faceted municipal professional to serve as its next Assistant Village Administrator. Reporting directly to the Village Administrator, the successful candidate will assist in managing daily operations while providing support across all departments. Johnsburg is a full-service community with 23 full-time and 18 part-time/seasonal employees operating under \$8 million budget.

Key Responsibilities

- Assist the Village Administrator in managing day-to-day operations.
- Assist with the implementation of policies and programs approved by Village Board
- Oversee Village communications, including press releases, newsletters, and e-blasts.
- Coordinate Village events and manage the Village's website and social media platforms.
- Serve as the Deputy Clerk and act on behalf of the Village Administrator in their absence.
- Foster collaboration across departments to ensure efficient and responsive municipal services.

A more detailed list of responsibilities is available upon request.

Qualifications

- Bachelor's degree in Public Administration or a closely related field (required).
 - Minimum of five (5) years of progressively responsible municipal experience.
 - Proven record of innovation, resourcefulness, and professional growth.
 - Exceptional oral, written, and interpersonal communication skills.
 - Commitment to teamwork, transparency, and community engagement.
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Compensation & Benefits

- Starting salary range: \$90,000-\$115,000 (dependent on qualifications and experience).
- Comprehensive benefits package, including:
 - Paid vacation, sick, and holiday leave
 - Health plan options
 - IMRF pension participation
 - Optional 457 deferred compensation plans

How to Apply

Interested candidates should submit the following materials:

- Cover letter
- Résumé
- Completed Application
- Contact information for five professional references

Send application materials to:

Claudett Sofiakis, Village Administrator

Email: csofiakis@johnsburg.org

ASSISTANT ADMINISTRATOR ESSENTIAL DUTIES

- Assist the Administrator, President and Board of Trustees with Village related matters and prepare comprehensive reports through the gathering of data, incorporation of source documents and creation of correspondence, reports, power point presentations, graph charts and spreadsheets as directed.
- Attend all meetings of the Village Board and may take part in the discussions but may not vote.
- Answer citizen inquiries and seek solutions to insure their concerns are addressed.
- Assist in planning, organizing, implementing and evaluating Village programs approved by the Village Board.
- Provide document retention and database support.
- Provide support to assigned committees
- Coordinate community activities and events
- Carry out communication objectives for the Village to include preparation of press releases and creating content for newsletters, social media and website postings.
- Enhance and maintain the Village's website and other social media platforms.
- Serve as Deputy Clerk performing the statutory duties of the Village Clerk in their absence.
- Serve as Acting Administrator during the absence of the Village Administrator with authority to perform all administrative functions as delegated by the Village President or Village Administrator.
- Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the President.



Village of Johnsburg

1515 Channel Beach Avenue, Johnsburg, IL 60051 (815-385-6023)

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

☐ Yes ☐ No

Are you older than 21, able to operate Village vehicles:

☐ Yes ☐ No

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a position with the Village for: FT PT

Seasonal

I will be able to report to work

_____ days after being notified I am hired.

If necessary for the job, I am able to:

Work overtime?

☐ Yes ☐ No

Provide a valid Driver's License?

☐ Yes ☐ No

If so, fill out the following:

Issuing state: _____

Type: _____

Endorsement(s): ☐ Hazardous Material ☐ Passengers

☐ Tankers ☐ Tank with Hazardous Materials

☐ School Bus ☐ Double/Triple trailers

Work the following shifts: (check all that apply)

☐ Any ☐ Day ☐ Night ☐ Swing ☐ Rotating

☐ Split ☐ Graveyard Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor: Telephone:		

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you a veteran? ☐ Yes ☐ No
Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, proof of valid driving privileges or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Developed at employer request by the Illinois Department of Labor & Workforce Development, Employment Security Division.