

# Village of Glendale Heights

*A Proud & Progressive Village for all People*



*Now accepting applications for the  
position of*

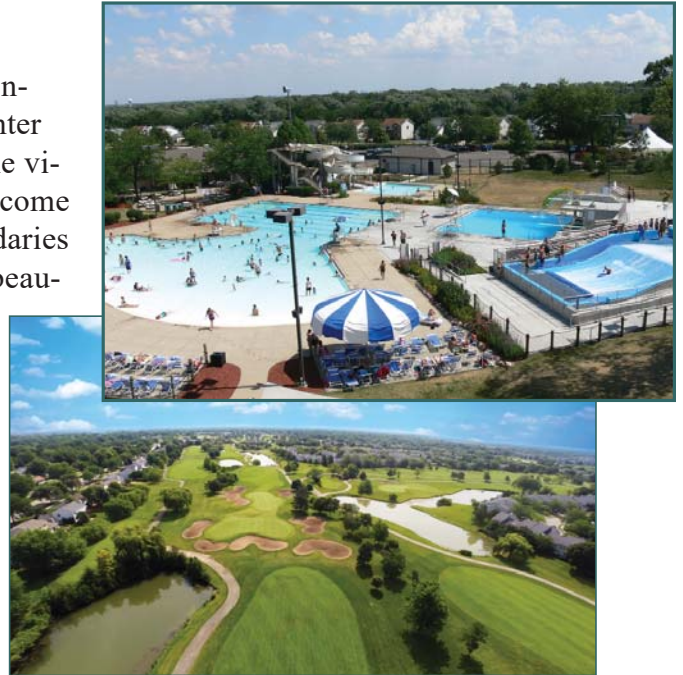
**PART-TIME OFFICE TECHNICIAN**

# The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



## Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

## Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.



## **Part-Time Office Technician**

The Village of Glendale Heights has one position available for a part-time Office Technician in the Administration Department.

Duties for this position include routine clerical and secretarial work in answering phones, receiving the public, providing customer assistance, cashiering and data processing. This position also includes duties in assisting the Clerk's Office and Human Resources Division filing, scanning, replenishing office supplies, maintenance of copy machine and other job tasks as assigned.

Applicant must have graduated from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and data processing, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Applicant must possess intermediate skill level in the Village's current applications of Windows and Word, and a basic skill level in the Village's current application of Excel. Applicant must have the ability to effectively meet and handle the public and communicate verbally and in writing.

## **Compensation & Benefits**

Hourly Rate Range: \$16.36 - \$22.41. This position is a non-union, non-exempt position, 25-30 hours per week.

## **How to Apply**

Applications will be accepted until 4:30pm on Tuesday, September 26, 2017 and should be submitted to:

Village of Glendale Heights  
Attn: HR Division  
300 Civic Center Plaza  
Glendale Heights, IL 60139

Selection process includes job skills testing, a panel interview and review of application. All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check. Employees are required to have their permanent residency within a 15-mile radius, unless an exception is approved by the Village Administrator.

Posted 9/11/17  
An Equal Opportunity Employer.