

# Village of Glendale Heights

*A Proud & Progressive Village for all People*



*Now accepting applications for the  
position of*

**PART-TIME  
CUSTOMER SERVICE ASSOCIATE**

# 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 Customer Service Associate**

The Village is looking for a Customer Service Associate that will greet and welcome residents and guests to the Village's establishments and provide high quality customer assistance and support in registering patrons for senior programming. This position also assists Center staff members in preparing, instructing and monitoring senior programming

at our facilities. Center staff member will also assist in coverage for community room rental events.

Previous front desk/customer service experience preferred. First Aid and CPR certification a plus. Ability to learn and maintain high skill level in the Village's software applications; basic knowledge of word processing and spreadsheets and database software required.

Must be able to work irregular shifts (day, nights and weekend hours available). Valid Illinois State driver's license or ability to obtain one within three months from date of employment required.

## **Compensation & Benefits**

Hourly Rate: \$11.25 an hour. This is an AFSCME union position. The selection process includes testing on MS Office Skills (Excel and Word), customer service skills and typing speed and accuracy rate.

## **How to Apply**

To apply, please fill out an application online at

<https://www.glendaleheights.org/administration/hr.asp>

Or submit application to:

Village of Glendale Heights  
Attn: Human Resources Division  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139  
Fax: 630-510-1708

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 20 mile radius of the Village, unless an exception is approved by the Village Administrator.

Posted 03-25-2021, applications are being accepted until position is filled. An Equal Opportunity Employer.