

# Village of Glendale Heights

*A Proud & Progressive Village for all People*



*Now accepting applications for the  
position of*

**COMMUNITY DEVELOPMENT  
FULL-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.

## **Full-Time Office Technician**

The Village of Glendale Heights has a full-time Office Technician position available in the Community Development Department. This position is expected to provide a high level of customer service.

Duties include front counter reception, answering phones, receiving the public, providing customer assistance, cashiering, scheduling, data processing, records maintenance, bookkeeping and filing, as well as general office and clerical work. Maintains Department records and files; prepares documents and records for microfilming. Assists customers in completing various forms, checks for accuracy and completeness and assures procedures are followed in receiving and processing. Also issues various licenses and permits as assigned.

Applicant must have graduated from high school or GED equivalent with specialized course work in general office practices such as typing, filing, reception, answering telephones, data entry, and customer service, and two years of 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 in Excel. Applicant must have the ability to effectively meet and deal with the public and communicate verbally and in writing.

## **Compensation & Benefits**

Hourly Rate Range: \$20.53 - \$27.28 (AFSCME Union), commensurate with qualifications and experience. The Village of Glendale Heights offers a generous benefit package. This is a full-time AFSCME, non-exempt position.

## **How to Apply**

Applications should be submitted to:

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

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 5/1/19; applications being accepted until position is filled.  
An Equal Opportunity Employer