

# The Village of North Pekin is hiring a Municipal Office Manager!

## Company Description

Anderson Law Offices represents the Village of North Pekin, who is seeking a highly organized, professional, and customer-focused Municipal Office Manager to oversee the daily operations of the North Pekin Village Hall. The Village of North Pekin government is a board of six Trustees, Village President, and Village Clerk. The Village President presides over all meetings and is the face of our community. Each Trustee serves as the head of one of our committees, which include Water/Sewer, Streets, Public Safety, Public Property/Parks, Health and Flood, and Records and Finance.

## Role Description

This is a full-time on-site role for a Municipal Office Manager located in North Pekin, IL.

- Manage the day-to-day operations of the municipal office.
- Supervise and support administrative staff and office personnel.
- Serve as a liaison between residents, elected officials, vendors, and governmental agencies.
- Receive and process utility payments, permits, licenses, fees, and other municipal revenues.
- Assist with budgeting, accounts payable, accounts receivable, and financial recordkeeping.
- Respond to resident inquiries and provide excellent customer service.
- Maintain office policies, procedures, and administrative systems.
- Assist the Village Clerk, Village President, Board of Trustees, and other municipal officials as needed.
- Perform other duties as assigned.

## Qualifications

- Strong Communication and Customer Service skills to interact effectively with residents, municipal representative, and board members.
- Proficiency in Office Administration and Administrative Assistance, including managing schedules, records, and daily operations.
- Experience with office equipment such as printers, scanners, and communication tools to support office functions.
- Ability to multitask and prioritize tasks in a dynamic work environment.
- Familiarity with municipal or legal settings is an advantage.
- Proficient with MS Word and Excel
- High school diploma or equivalent with Bookkeeping/Accounting training; additional certifications, higher education, and training in office management or administration are a plus.

## Salary:

The Village of North Pekin is offering \$50,000-\$70,000 plus annually, dependent on qualifications and experience.

## Benefits

The Village of North Pekin offers a competitive salary commensurate with qualifications and experience, along with a comprehensive benefits package including medical, dental, and vision care, along with a generous retirement package.

## Interested?

Interested candidates should submit a cover letter, resume, and a professional reference to:

hfrederick@williamandersonlaw.com or mail:

Anderson Law Offices  
625 S. Main Street  
Creve Coeur, IL 61610

**Qualified applicants may be subject to a background check and may be required to submit additional application documentation.**