



Village of Ogden

101 W. Main St.
Ogden, IL 61859
Phone: 217-582-2030

Ogden, IL Village Secretary Job Description

Position Title:

Part-Time Village Secretary

Employer: Village of Ogden, Illinois

Employment Status: Part-Time

Reports To: Village Mayor / Village Board

FLSA Status: Non-Exempt

I. Position Summary

The Part-Time Village Secretary serves as an administrative employee of the Village and is responsible for managing daily office operations, statutory record-keeping, public communication, clerical financial support, and routine janitorial duties for Village Hall.

II. Core Responsibilities

Administrative & Office Operations

- Serve as the primary point of contact for the Village Office (in person, phone, email)
- Maintain established part-time office hours of 8:00am-12:00pm Monday-Thursday and 2 hrs. in the morning for light janitorial work on Fridays
- Manage daily operations of Village Hall
- Prepare correspondence, permits, notices, agendas, and official documents
- Maintain secure and organized physical and electronic filing systems
- Order office and facility supplies
- Other duties as assigned

Records & Statutory Compliance

- Maintain official Village Records, including ordinances, resolutions, minutes, contracts, and policies
- Ensure compliance with the Illinois Local Records Act and approved retention schedules
- Prepare, post, and publish legally required public notices
- Assist with Freedom of Information Act (FOIA) requests in compliance with Illinois law

Board & Governance Support

- Assemble packets (if needed) for Village Board meetings in conjunction with Village Clerk

Financial & Utility Support

- Accept and process utility payments, licenses, permits, and fines
- Prepare deposits and basic financial documentation
- Assist the Village Treasurer with billing, tracking, and reporting
- Coordinate with auditors, accountants, attorneys, and professional service providers

Community & Intergovernmental Support

- Serve as liaison between residents, elected officials, contractors, and service providers
- Provide clerical support to public works or contracted services as applicable
- Maintain required postings, bulletin boards, and website updates as directed

Janitorial & Facility Maintenance Duties

(Included within total hours — approximately 2 hours per week)

- Clean Village Hall and office areas
- Clean and restock restrooms
- Trash removal
- Sweep, mop, and vacuum floors
- Perform light and occasional deep cleaning
- Ensure facilities are presentable for public meetings and official use

III. Work Schedule & Time Commitment

- Estimated Total Hours: 18 hours per week. These hours include:
 - Administrative duties
 - Janitorial duties
- Schedule established by the Village Board and may vary based on operational needs

IV. Compensation Structure

Pay — Combined Duties

Salary: Compensation commensurate with experience.

The salary will reflect:

- Single-employee administrative responsibility
- Statutory compliance and public-facing duties
- Clerical financial support
- Janitorial and facility maintenance responsibilities

Cell Phone Reimbursement

- The Village provides a monthly cell phone reimbursement for business-related use of a personal mobile device. The reimbursement amount is \$35.00 per month. Reimbursement is not considered wages and may be modified or discontinued by the Village Board.

V. Paid Time Off (PTO) & Leave Benefits

A. Paid Leave

- Illinois-Compliant and Scaled for Part-Time

VI. Governance & Administrative Notes

- Position consolidates duties for efficiency in a small village setting
- Compensation reflects the full scope of responsibilities
- Annual review due to reliance on a single employee