



Village of Dakota

Office Administration Needed

The Village of Dakota, Illinois is accepting applications for a part-time Village Office Administrator. Approximately 20-40 hours per month, but will vary. This is a position that includes clerical duties such as emails, voicemails, filing, and website updates in accordance with federal, state and local compliance. Experience in a municipal setting is preferred but not required.

Duties will include:

- Attend all Village Ordinance meetings
- Update Village website as needed
- Update Village Social Media sites as needed
- Sort and distribute incoming mail and emails
- Complete reservations for Community Hall and Village Park
- Respond to voicemail messages
- Undertake basic bookkeeping tasks
- Update ordinances within the Village website and ordinance books.
- Assist in filing Village records, documents and papers
- Monitor stocks of office supplies and report when there are shortages
- Cross train payroll duties for Village Employees and Elected Officials
- Perform other office duties as assigned

Pay: \$20.00 per hour

Interested Candidates please submit a resume to:

Village of Dakota
PO Box 162
Dakota IL 61018

Or email resume to villageofdakota@outlook.com