

LOST LAKE UTILITY DISTRICT JOB OPENING

October 2022

The Lost Lake Utility District of Lost Lake, Dixon, IL has an opening for an Office Manager and Secretary to the Board of Trustees. This person will be responsible for the day-to-day office duties as outlined below. This position reports to the Lost Lake Utility District (LLUD) Board of Trustees.

JOB SUMMARY:

This position is to provide administrative office support for the daily business of a Utility District. This position requires the ability to work with our Certified Utility Operator, the Treasurer, customers, project engineers and members of the community. Also, this position will have a variety of routine as well as complex activities in the development of projects as they arise within the water or sewer district. This person will need good people skills and will need to be able to work independently.

Hours worked: 32 to 34 per week Monday thru Thursday

GENERAL DUTIES AND RESPONSIBILITIES:

Ability to learn and maintain various software programs and databases

Prepare utility billings

Handle billing collections

Manage foreclosure accounts

Maintain the LLUD website

Property Transfer research

Prepare all documentation for IEPA requirements

Prepare County filings and publications

Maintain all meeting minutes, agendas and records of the District

Work with Certified Operator and engineers as needed for projects

Prepare payroll and appropriate filings

This person will also need certification as an FOIA Office and Open Meetings Act Certification. This is done as a free on-line class through the State.

BENEFITS:

Seven paid holidays plus ½ day on Christmas Eve and ½ day on New Years Eve plus 3 floating holidays

Paid vacation – 1 week after 6 months employment

IMRF retirement contributions. The IMRF plan also includes limited disability benefits

Please contact the LLUD at LLUD.ORG no later than November 5th, 2022, with your resume and salary requirements.