



Barrington Area Council  
Of Governments

**JOB POSTING: ADMINISTRATIVE ASSISTANT**

**August 2016**

JOB TITLE: ADMINISTRATIVE ASSISTANT  
Barrington Area Council of Governments (BACOG)

HOURS: 19 per week / 995 annually

COMPENSATION: \$21.00 - \$23.00 per hour

Job Description

The primary functions of this position are to provide administrative support to the BACOG Executive Director, the BACOG office, and the Executive Board and its committees. The individual in this position will: 1) attend meetings of the Executive Board and several of its committees and prepare minutes of the meetings; 2) plan, manage and promote several events per year (water testing, member dinner, legislative breakfast, etc.) in conjunction with Director; 3) perform legislative duties such as bill tracking, letter writing to legislators and communications to members; 4) research subjects such as bills, grants, environmental and planning topics, and write reports, articles and press releases on such topics; 5) provide support to the budget and financial system; 6) handle general office duties including phone, office records, supplies, printing and copying; 7) support office technology, hardware and software, and maintain content of the website. Position reports to the Executive Director of BACOG.

Hours are worked in the BACOG office at 112 Algonquin Road, Barrington Hills. Schedule is flexible within business hours Monday through Thursday, with a start time of 9:00 AM.

Required Qualifications and Experience

- Minimum Associate Degree in business or related field; Bachelors Degree preferred.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), general office equipment, Internet use. Familiarity with website maintenance preferred.
- Strong writing, communications, organizational and event planning skills.
- Independence, autonomy and high level of self-motivation in work.
- 3-5 years professional work experience.
- Preferred: Experience or familiarity with government, legislative process, budgeting.

Please submit resume with cover letter to: Janet L. Agnoletti, Executive Director, at:  
[j.agnoletti@bacog.org](mailto:j.agnoletti@bacog.org)