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|---|-------------------------------------|-------------------------|---------------------|
| <b>Job Title:</b>   | Administrative Assistant, Full Time |                         |                     |
| <b>Department:</b>  | Administrative, Office              | <b>Reports To:</b>      | Recreation Director |
| <b>Salary:</b>  | DOE                                 | <b>Travel Required:</b> | Yes, very minimal   |
| <b>Job Description</b>  |                                     |                         |                     |
| <b>SUMMARY</b>  |                                     |                         |                     |
| <p>To The purpose of this position is to provide administrative support as well as a variety of routine clerical and secretarial duties when necessary.</p>   |                                     |                         |                     |
| <b>ROLE AND RESPONSIBILITIES</b>  |                                     |                         |                     |
| <ul style="list-style-type: none"> <li>• Greet and communicate with the public, both personally and by telephone in a courteous and professional manner while assisting patrons by providing information and registering for facility reservations, programs and events, and payment collection.</li> <li>• Keep accurate documentation and records by sorting, organizing, and filing paperwork.</li> <li>• Performs a wide variety of general administrative work including typing forms, memoranda, and letters.</li> <li>• Manage petty cash, charge card statements, cash drawer and issue receipts for monies received.</li> <li>• Maintain master schedule of weekly facility usage for all scheduled events (facility, date, and time).</li> <li>• Maintain a high level of knowledge of Park District facilities, programing and events, personnel, and their responsibilities, including employees' telephone extensions and general Park District information.</li> <li>• Provides direct assistance to Executive Director and Director of Recreation, including the preparation of budgets, correspondence, minutes, agendas, lists, reports, news releases, and notices.</li> <li>• Maintain extensive filing systems; maintain budgetary and accounts for the department; assist with department budget preparation; prepare invoices, purchase orders and order office supply as needed.</li> <li>• Perform other duties as assigned.</li> </ul> |                                     |                         |                     |
| <b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>  |                                     |                         |                     |
| <ul style="list-style-type: none"> <li>• High School diploma or GED equivalent.</li> <li>• Minimum of five years' experience in customer service and administrative support, preferably in a parks and recreation environment.</li> <li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint), QuickBooks, and other related software.</li> </ul>   |                                     |                         |                     |
| <b>PREFERRED SKILLS</b>   |                                     |                         |                     |
| <ul style="list-style-type: none"> <li>• Clear and concise skill sets in organization, proofreading, and attention to detail.</li> <li>• The ability to carry out instructions efficiently to meet production deadlines in a punctual manner.</li> <li>• The ability to work independently with minimal supervision, solve problems cooperatively, and convey a positive attitude to others.</li> <li>• Bilingual preferred (Spanish).</li> </ul>   |                                     |                         |                     |
| <b>ADDITIONAL NOTES</b>   |                                     |                         |                     |
| <ul style="list-style-type: none"> <li>• Hours: Monday – Friday, 8:00am – 6:00pm; some Saturdays, 9am – 1pm<br/>(Requires some nights and weekends)</li> </ul>  |                                     |                         |                     |