



## **Administrative Assistant (Full-Time)**

### **Glencoe Park District**

**Contact Name:** Lisa Sheppard

**Contact E-mail:** lsheppard@glencoeParkDistrict.com

**Contact Phone:** 847-835-3030

**Closing Date:**

**Salary:** Starting annual salary range is 54,624 - 68,279 DOQ

#### **Description:**

##### **Summary of Role:**

Gold medal awarding-winning Glencoe Park District seeks an experienced Full-Time Administrative Assistant, under the direction and supervision of the Executive Director. The Administrative Assistant is responsible for providing administrative services for the Executive Director and Park Board and collaborates with or provides assistance to Department Heads on project work. In addition, the Administrative Assistant performs a variety of administrative functions and provides customer service to the public over the phone or in-person as needed. This Full-Time, non-exempt position is well suited for someone with a friendly and positive personality who is productive and shows initiative.

##### **Required Skills:**

- Knowledge or understanding of Park Districts
- Strong interpersonal communication skills both orally and in writing
- Ability to work independently and write professional-level correspondence
- Knowledge of Robert's Rules of Order
- Strong knowledge of the standard practices of executive level office administration
- Freedom of Information Act (FOIA) Officer or the ability to become within 3 months of hire
- Open Meetings Act (OMA) designee or the ability to become within 3 months of hire
- Notary Public or the ability to acquire certification within 6 months of hire
- CPR, AED, First Aid Certification or the ability to acquire certification within 3 months of hire.
- Valid Illinois Class "D" Driver's License

##### **Essential Duties and Responsibilities:**

- Prepare letters, reports and District correspondence, and respond to inquiries in a timely and professional manner
- Act as a Freedom of Information Act (FOIA) Officer and assist Executive Director in administering FOIA requirements and records
- Act as the Open Meetings Act (OMA) Designee; ensure compliance with all rules related to the OMA
- Maintain official open and closed session minutes of the Board and its committees; distribute a variety of information to other District personnel

- Prepare and disburse Board agendas and meeting notices based on required guidelines; assist Department Heads with reports and other materials prepared for the Board; collect all materials to be presented to the Board; attend all Board and Committee meetings; coordinate meeting set-ups to include room set-up and food ordering, preparation and clean-up
- Act as Board Recording Secretary by recording Board and Committee meeting minutes
- Place legal notices and advertisements for bids, ordinances, public hearings, and elections
- Assist with courier route as needed using an available District vehicle or a personal vehicle; distribute mail and any other materials between various locations; deliver deposits to the bank; deliver mail to the mailbox and delivers information to Park Board members
- Establish and maintain files, official District records, reports, documents and correspondence in a systematic and confidential manner
- Oversee document and record management for the District; reviews, updates and tracks records for destruction as needed using State Local Records Commission retention guidelines
- Coordinate application for, and submittal of, various local, state and federal licenses

**Benefits:**

- Employer-sponsored health insurance
- Generous paid time off – including 2 weeks' vacation, floating holidays, personal days, and sick leave
- Participation in Illinois Municipal Retirement Fund (IMRF) and access to 457(b) retirement savings account
- Complimentary family beach and ice rink passes, complimentary individual fitness center pass
- Discounts on non-contractual Glencoe Park District program

**To be considered, all applicants must submit a cover letter and resume, and submit their application online via the following link:**

<https://glencoe-park.bamboohr.com/careers/95?source=aWQ9Mjl%3D>

**Job listing will remain open until filled. No phone calls or emails, please.**

*Glencoe Park District is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*