



Administrative Services Specialist

Oak Brook Park District

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Closing Date:
Salary: \$51,105 to 63,897 DOQ

Description:
Full-Time, Exempt
Salary Range: \$51,105 to 63,897 DOQ

PLEASE APPLY ONLINE AT: <https://oakbrookpark.bamboohr.com/careers/42>

Are you passionate about providing the very best in park and recreational opportunities, facilities, and open lands? Are you energized by using your creativity to implement a vision that promotes a diverse, inclusive and holistic range of opportunities designed to keep staff and the community happy, fit, and active? If so, the Oak Brook Park District has an exciting opportunity for you!

Our CAPRA and Distinguished Agency accredited, NRPA Gold Medal, and IPRA Champions for Change award-winning agency is seeking an Administrative Services Specialist to join our team! The Administrative Services Specialist reports to the Executive Director. The Administrative Services Specialist is responsible for managing a variety of administrative processes, analyzing and communicating on compliance issues, and collaborates with or provides assistance to Department Managers.

All Oak Brook Park District employees benefit from a work-life balance atmosphere, a complimentary Central Park Campus Membership for you and your immediate family living within the same household, and substantial discounts on programming including PRESCHOOL and SUMMER CAMPS, continuing education opportunities, and MORE! Full-time positions are also eligible for health insurance benefits as well as participation in a pension plan.

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Mike Contreras, ADA coordinator, at (630) 645-9527 or mcontreras@obparks.org
Bilingual Candidates Encouraged to Apply.

SUMMARY:

The Administrative Services Specialist is responsible for managing a variety of administrative processes, analyzing and communicating on compliance issues, and collaborates with or provides assistance to Department Managers.

SUPERVISORY:

The Administrative Services Specialist reports to the Executive Director.

ESSENTIAL JOB DUTIES:

- Communicate with the Executive Director regularly on Park District matters.
- Maintain a high level of confidentiality on sensitive materials. Manage the bid process for District projects (i.e., formulate legal notice for review by attorney, compose addendums, facilitate bid compliance at bid opening).
- Manage Certificate of Insurance compliance.
- Manage Record Retention compliance (i.e., establish an inventory of District records, work with Secretary of State to determine retention dates; and direct annual destruction of records).
- Research and draft policies and ordinances for approval by upper management.
- Ensure contract compliance closeout requirements are fulfilled (i.e., payroll reports, final waivers of lien, evaluate accuracy of payout request, initiate final payout through financial software system communicate status of payout request to District's project manager).
- Collaborate with Department Managers on compliance issues related to District Board meetings, bids, contracts, and state statutes.
- Responsible for managing claims administration in the absence of the Human Resource and Risk Manager.
- Serves as the secondary designated Freedom of Information Officer for FOIA requests, and completes the required training to maintain this designation.
- Input bid submissions through the financial software.
- Submit corporate level invoices for payment through the financial software including Commissioners travel expense forms.
- Organize and maintain corporate level files, including but not limited to: Executive Director files, Board resolutions and ordinances, agendas, minutes, Board packets, bid packets, contracts, and vendor certificates of insurance.
- Collect, organize, edit, and assemble all "open meeting" Board Packet information. Write "open meeting" and "closed meeting" agendas.
- Coordinate and track conference, seminar and workshop registration as well as annual memberships in professional organizations. Coordinate lodging and travel reservations as needed.
- Serve and actively participate on committees or teams as assigned.
- Demonstrate exceptional customer services skills in all communications.
- Assist with research, formation, and execution of budget.
- Assist with candidate reference checks, job postings and personal policy manual revisions as needed.
- Execute contract documents for signatures after having been reviewed by legal counsel.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Executive Director.

MARGINAL FUNCTIONS:

- Represent Park District at various public forums.
- Attend conferences and workshops to expand knowledge in related areas of responsibility.
- Substitute for the Board Meeting Recording Secretary as needed.
- Operate a Park District or other vehicle to attend meetings or perform other duties as assigned.
- Assist in Park District Special Events.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.
- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computers with proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.

PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks requiring walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Perform lifting tasks up to 25 pounds.

HOURS:

The Administrative Services Specialist is a full-time position working approximately 40 hours per week. Scheduled hours are Monday - Friday, 8:30 AM to 5:00 PM, including a half hour unpaid lunch. The Administrative Services Specialist may be required to serve as the Recording Secretary for the Board of Commissioners.

EDUCATION, EXPERIENCE AND TRAINING:

- Bachelor's Degree in Business, Public Relations, or related field is preferred.
- A minimum of 4 years experience working in an administrative or secretarial role, with preference given to those individuals with a Park and Recreation background.
- Advanced knowledge of computers, with experience in Microsoft PowerPoint, Excel, Word, Outlook, and Adobe Acrobat PDF Pro software are required.
- Strong proofreading skills are required.
- A valid Illinois Driver's License is required.
- CPR/AED certification is required (training will be provided by the Park District).