



Administrative Assistant - Parks & Fleet

Naperville Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$22.00/hr

Description:

Schedule: Monday - Friday 7:00am - 3pm

Full Time- Year Round- Benefit Eligible

To be considered for this position, interested individuals must complete the online application accessible at www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.

Overview:

Under the direct supervision of the Parks Department Managers and Director of Parks, the Administrative Assistant performs a variety of managerial, analytical, administrative and customer service functions along with other support duties for the Parks Department and the Parks managers.

Essential Duties and Responsibilities:

Receive work requests, log labor hours, process work orders, payroll duties and other data input as required.

Review and assign p-card transactions and compile receipts for monthly billing statements. Process purchase requisitions for payment and maintain petty cash distributions.

Prepare bids and requests for proposal, bid pick-ups and drop-offs from contractors, and the overall bidding process

Manage contracts with various outside vendors.

Answer phone calls and maintain communication channels with other offices and support staff members.

Receive deliveries of parts and equipment and maintain inventory.

Order and maintain inventory for staff uniforms.

Gather information necessary to prepare and update budgets, reports, proposals, and records.

Create reports, spreadsheets, presentations, and perform requested analysis of data.

Apply for and maintain permits from outside agencies.

Coordinate and administer support for all department projects.

Establish and maintain a positive working relationship with residents, customers, vendors, community partners and co-workers.

Respond to internal and external customer inquiries, complaints, and information requests within a 24 hour time frame.

Comply with District Financial Policies and communicate budgetary requests to the supervisor.

Follow and model compliance with all District, State, Federal and departmental safety and risk management, personnel, administrative policies and procedures, ordinances and regulations.

Maintain a proactive approach to safety and risk management. Report all accidents, incidents and unsafe conditions in a timely manner.

Ensure confidential use of customer information, including credit card transactions and household accounts.

Other Duties and Responsibilities:

Attend professional conferences, workshops and seminars as they pertain to the position to stay current with new ideas, developments and techniques.

Review administrative processes, improve practices and procedures to maximize efficiencies and recommend changes for the good of the whole.

Assist in training and cross-training department staff on job specific skills and procedures.

Compile and edit internal and external correspondence using professional business standards.

Other duties and responsibilities that may be required for the position.

Knowledge, Skills, and Abilities:

Attention to detail and accuracy.

Demonstrated knowledge of office procedures, methods and computer equipment.

Microsoft Office Suite proficient.

Knowledge of principles and procedures of recordkeeping.

Type at a rate of 50 words per minute.

Work independently in the absence of supervision, and handle multiple job tasks in an office environment.

Ability to communicate effectively both orally and in writing, bilingual in Spanish and English preferred.

Ability to multitask and work in a team atmosphere, which promotes positive and effective working relationships with internal and external customers.

Ability to organize, gather and retain a large volume of information for use in assisting internal and external customers.

Ability to address complaints and resolve concerns across a diverse population and large spectrum of demographics.

Strong math aptitude.

Education and Experience:

Associates degree with business emphasis preferred.

Additional specialized business or administrative course work is desirable

At least five years of experience of varied administrative experience or similar position.

Experience with a maintenance management information system (MMIS) preferred.

Valid driver's license.

Special Considerations:

Subject to both inside and outside environmental conditions.

Potential to work in multiple locations and ability to move from site to site.

Occasional exposure to pesticides, exhaust fumes, chemicals, dust, dirt, insect bites and loud noises.

Requires flexibility of work schedule during high volume work periods.

Sustained posture in a seated or standing position for prolonged periods of time.

Continuous exposure to computer screens.

Frequent manipulation of various pieces of office equipment.

Lifting to occasionally lift, carry and move light weight objects (20 lbs.).

Face to face interactions with internal and external customers and co-workers are essential for this position. It is expected that this position report to their workspace/office as scheduled. Exceptions may be made on a case by case basis for this position to work remotely for a short period of time on a temporary basis.