



Administrative Support Specialist

City of Palos Heights Parks & Recreation

Contact Name: Joe Smith

Contact E-mail: jsmith@palosheights.org

Contact Phone: 708-361-1807

Closing Date:

Salary: \$40,000-45,000

Description:

The Administrative Support Supervisor is a key member of the parks and recreation department team. This position assists in assessing, implementing, and managing the departments registrations, customer service processes, and the management of front desk staff. The ideal candidate will provide excellent customer service, well written reports, clear and accurate meeting minutes and work effectively within the department and other city department staff. Preferred experience with VSI for registration, cash handling and account receivable. This position will need to learn and understand a variety of technology. Strong skills in the Microsoft suite are necessary to be successful.

Qualifications include: Minimum of 2 years of administration assistant/secretarial experience. 3-5 years of part-time supervision is preferred, along with 2 years of parks and recreation experience or a 4-year college degree.

The City of Palos Heights offers a generous benefits package which may include: medical and dental coverage, vision, IMRF, and paid time off.