



Administrative Assistant

Glenview Park District

Contact Name: Lori Lovell

Contact E-mail: Lori.Lovell@glenviewparks.org

Contact Phone: 2245212248

Closing Date: 2022-08-23

Salary: \$50,000 - \$56,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Administrative Assistant (Full Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

This position is responsible for all administrative services for the Division Superintendents of Special Facilities and Leisure Services as well as general administrative support for Special Facilities and Leisure Services staff as needed. Responsible for providing front-line customer service to visitors and patrons of the Administration Building.

QUALIFICATIONS

The ideal candidate will have a minimum of a High School Diploma and some college is highly desirable. At least 3 years of relevant work experience and prior experience supporting senior management desired. Ability to accurate type around 50 wpm along with ability to transcribe recorded dictation preferred. Advanced knowledge and skills with computers and software (Outlook, Word, PowerPoint and Excel) is a must. Excellent communication & organizational skills and strong technical ability (MS Outlook and MS Office) are required. Professional certifications and/or active membership in a professional association desired. Valid Illinois driver's license required.

SCHEDULING & PAY

This is a full time, year-round position. Typical position hours are Monday through Friday are 8:30am to 5:00pm will include some nights and based on program and facility need. Target hiring range is \$50,000-\$56,000, DOQ (commensurate with qualifications and experience)

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Insurance

- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: August 23, 2022

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.