



Parks & Planning Administrative Assistant - Full Time Non-Exempt

Elk Grove Park District

Contact Name: Christy King

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Contact Phone: 8472283504

Closing Date:

Salary: \$18.48 - \$23.66 per hour

Description:

For more information and to apply please visit our website at:

<https://www.elkgrovecparks.org/employment-careers-jobs>

JOB SUMMARY

Responsible for the overall management of administrative office functions, and support for the Parks & Planning Department.

ESSENTIAL JOB FUNCTIONS

Administrator; to include analysis of data, reporting, and data entry for the work order system.

Assists the Director of Parks & Planning, Superintendent of Parks & Facilities, Planning Division Staff, Grounds Maintenance Division Staff and Facility Maintenance Division Staff in day to day functions, and overall department communications.

Manages internal and external customer communications, and inquiries regarding park or facility maintenance issues.

Manages internal and external customer satisfaction measurements within Parks & Planning Department.

Develops processes for excellence in administrative standards.

Develops and maintain a centralized file system, and oversee records management for the Parks & Planning Department. Integrate files with other departments as required.

Maintains safety records, forms, reports, and work plan calendars for the Parks & Planning Department.

Performs the job safely and in compliance with district policies, procedures, work and safety rules.

Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

OTHER JOB FUNCTIONS

Provides assistance with the bidding process.

Provides assistance with the grant writing process.

Attends Maintenance Safety Team Meetings.

Attends Parks & Planning Department Meetings.

Coordinates department meetings.

Prepares board reports and presentations.

Maintains an understanding of all maintenance services provided.

Cross trains and provide back up customer support for the Administration Building.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Ability to work in a team based environment.

Proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft Power Point.

Must be able to demonstrate good organizational skills.

Knowledge of general office procedures.

Knowledge of general office machinery.

Ability to work and communicate effectively (orally and in writing) with internal and external customers.

Ability to analyze data systems/processes and implement improvements.

Good knowledge of pertinent safety precautions.

Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

High school diploma with five years experience in office/administrative work or any equivalent combination of experience and training. Business/management certification helpful.