



Part-Time Parks Department Administrative Assistant - IMRF Eligible

Bartlett Park District

Contact Name: Eric Leninger
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Closing Date:
Salary: \$16.50 - \$17.50 / hour

Description:

Create fun by applying via the Employment Page on the District's website: www.bartlettparks.org

ABOUT US: The Bartlett Park District is an independent local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 43 parks, a community center, two aquatic centers, two golf courses, banquet facility, ski & tubing hill, athletic field complex, nature center, and more.

JOB SUMMARY: The Part-Time Administrative Assistant is responsible for greeting and directing vendors, accepting district deliveries and typing the Department's correspondence and/or reports, etc. On occasion, may help other departments, if necessary. This is an at-will position. Other responsibilities include:

Answer the Parks Department telephone, refer calls or take messages, and give out correct information concerning the Park District, as required.

Type correspondence and reports as assigned by the Superintendent of Parks and Planning, Parks Managers, and other Parks Department staff, as needed.

Type and follow-through on purchase orders for items ordered by the Parks Department staff.

Distribute mail to Parks staff, as routed from the office.

Maintain Parks Department office records and files, keeping filing up to date.

Prepare monthly Parks Department calendar and on-call schedule utilizing appropriate computer software.

Keep inventory of Parks Department office supplies and place orders as needed.

Work independently and perform various duties for Parks and Planning department.

QUALIFICATIONS: Must be a minimum of 18 years of age and a high school graduate or GED. Should have at least two years of Administrative Assistant experience. The position requires accurate keyboarding skills, excellent spelling and grammar skills and proficiency with the MS Office Suite, i.e., Word, Excel, PowerPoint, and Outlook.

SCHEDULE & PAY: Monday through Friday from 8:30AM – 2:00PM. Pay rate of \$16.50-\$17.50 an hour.

BENEFITS: This role is eligible for the IMRF pension.

The Bartlett Park District is an Equal Opportunity Employer.