



Executive Assistant to the Executive Director

Arlington Heights Park District

Contact Name: Rosie Gallina

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Contact Phone: 847-506-7875

Closing Date:

Salary: \$65,000-\$70,000

Description:

Overview

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 22 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, the Senior Center and 58 parks across 716 acres of land. In our over 95-year history we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years and receiving multiple awards for fiscal responsibility.

General Executive Department Information

The Park District's Executive Director's Office assists the Board of Commissioners, fosters a positive public image for the Park District, and ensures that quality park and recreation services are provided for residents of the Park District. The Executive Director's Office supervises the work of three major departments (departments (Parks and Planning, Recreation and Facilities, and Finance and Personnel); supervises Golf Maintenance Operations, monitors 58 park sites, 23 buildings, oversees annual budget and directs long range comprehensive planning and public information programs.

Job Specific Information

The Arlington Heights Park District is looking for a dedicated Executive Assistant to join our team! We are looking for a self-starter, who is organized, outgoing, and motivated. This candidate will possess a positive and professional demeanor, enjoy client interaction, and be committed to personal development. This position will work 40 hours a week with evening attendance at bimonthly board meetings.

Essential Job Duties

- Performs all clerical duties for the Executive Director and the Board of Commissioners
- Serves as an assistant to the Secretary of the Board of Commissioners and maintains the official Ordinance and Minutes Books of the District and coordinates Commissioner election preparations

- Acts as the Freedom of Information Officer for the Park District in compliance with the Illinois Freedom of Information Act
 - Coordinates the scanning, retention and storage of records, documents, plans, etc. for the District and maintains compliance with record keeping regulations
 - Maintains state and local liquor licenses for Arlington Lakes Golf Course, Heritage Tennis Club and Nickol Knoll Golf Club
 - Serves as a Notary Public for the Park District
 - Maintains the Minutes books for all Board appointed committees
 - Maintains and updates the Employee Recognition lists and assists HR staff in preparing employee recognition letters and resolutions
 - Administers all aspects of employee recognition programs, and coordinates and hosts the annual December Employee Recognition event
 - Attends, takes notes, and transcribes minutes at various meetings including the Committee of the Whole and semi-monthly Board meetings
 - Prepares the annual tax-exempt property list and statement of economic interest list including memorandum to those on the list
 - Coordinates the Distinguished Agency Accreditation process, maintaining files for the review meetings and annual review process/schedule
 - Coordinates and prepares weekly Board packets and arranges for delivery to the Commissioners
- Benefits We Offer

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

- Medical, Dental and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and floating holidays)
- Park District facility and program discounts

Education, Experience and Training

- BA/BS in Public Administration
- Office Administration or related field
- Minimum of three to five years' experience performing executive level administrative or secretarial work
- Experience in managing multiple priorities, administrative coordination, and logistics
- Strong written and verbal communication skills
- Detail-oriented and highly organized
- Ability to establish and maintain effective working relationships with employees, agencies, other governmental units, board of commissioners, and the public using strong interpersonal communication skills,
- Or, any equivalent combination of education, experience and training

- Valid Illinois Class “D” Driver’s License,
- CPR and AED Certification required within six months of employment

Interested applicants are encouraged to apply at

<https://ahpd.bamboohr.com/careers/70?source=aWQ9MjQ%3D>