



Administrative Assistant

Lake Bluff Park District

Contact Name: Tina Brewer

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Closing Date:

Salary: \$25 - \$30 per hour DOQ

Description:

POSITION SUMMARY

The Lake Bluff Park District has a dynamic staff that consists of 15 full-time, 100 part-time and 200 seasonal employees. Commissioners and staff work together to enhance the community through recreational experiences in a fun, safe and healthy environment. The Administrative Assistant is responsible for providing a wide array of complex, diverse and confidential administrative support to the Executive Director and Park District Board as well as provide limited support to the Management team. Main functions include: preparing the team for bi-monthly Board meetings including packet preparation, correspondence proofreading and drafting, and basic administrative duties. This position maintains a filing system to ensure documents are easily accessible and confidential. This position deals with sensitive and occasionally controversial issues affecting the public and employees in the department. It requires a high degree of independent judgment and a thorough knowledge of Park District functions, mission, vision, values, policies and procedures.

HOURS AND PAY

This is a part-time year round position working approximately 24-28 hours/week. Work hours are flexible and are subject to change based on operational need. A typical schedule will be Monday, Wednesday and Thursday from 8:30am – 5:00pm, occasional work on a Tuesday or Friday may be needed. Position has the ability to work remotely on a limited basis. The hiring range for this position will be \$25.00 - \$30.00 per hour depending on qualifications and includes participation in the Illinois Municipal Retirement Fund (IMRF), Paid Time Off, and Facility usage benefits.

ESSENTIAL DUTIES

- Provide administrative support to Executive Director, Board and Management team staff support by using word processing, spreadsheet, and database software to prepare reports, memos, and documents
- With the Executive Director, prepare meeting agendas, supporting material, and assist with the room set-up for distribution for Board meetings

- Ensure the timely distribution of material to the Board
- Support the Board and staff with meeting, travel and other arrangements
- Create action list for management staff from Board meetings
- Assist with financial reports as required
- Prepare and send outgoing faxes, mail, and courier parcels
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Post bid packets for Management Team
- Draft memos for the Executive Director and review staff correspondence
- Coordinate and assist Executive Director with the budget and strategic planning process
- Assist with Foundation event information, meeting materials, agendas, Trustee term renewals, minutes, thank you letters
- Assist with the filing of county, state & federal reports
- Preparing Executive session review every 6 months
- Review meeting minutes and coordinating signatures
- Ensure the Board approved policies and manuals are updated
- Coordinate Board and Committee member program participation and sending surveys
- Coordinate OMA and FOIA certification
- Ensure Executive Director and Management staff are aware of yearly legal calendar requirements

SKILLS/QUALIFICATIONS

High School diploma or equivalent (some college education preferred). Park District background a plus. At least five years of progressively responsible administrative support for an executive group required or any combination of training and experience that provides the following knowledge, abilities and skills:

- Considerable knowledge of business terminology, spelling and punctuation, as well as office practices and procedures with good skill and knowledge of word processing and database computer programs
- Ability to establish and maintain effective working relationships throughout the district
- Ability to learn, understand and incorporate rules, regulations and procedures into daily activities, including general knowledge of laws pertaining to local government
- Ability to multi-task many variable duties and responsibilities
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, financial reports and legal documents
- Proficient in Microsoft Office
- Excellent written and verbal communication skills
- Ability to work independently
- Ability to multitask and maintain attention to detail
- Excellent organization skills