



Executive Assistant

Mt. Prospect Park District

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Closing Date:

Salary: \$58,500 to \$67,500 DOQ

Description:

Incorporated in 1955, the Mt. Prospect Park District provides recreation programs, facilities and services to over a quarter million residents of Mount Prospect and portions of Des Plaines, Arlington Heights and Elk Grove Village. Encompassing more than 450 acres, the District offers over 30 neighborhood parks and facilities including the Mt. Prospect Golf Club, pools, fitness centers, ball diamonds, art studio, dog park, conservatory/greenhouse and extensive bike and walking paths. Each four season program guide offers over 1,000 programs and events for all ages.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Administration>

Or, you can visit us at www.mppd.org – click Careers at the top of the page and look for Vacancies/Administration/Executive Assistant.

Due to an upcoming retirement, we are searching for a full-time Executive Assistant. Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative support to the Executive Director, Board of Commissioners and Leadership Team. The ideal candidate possesses excellent verbal and written communication skills as well as organizational skills and attention to detail. Must possess the ability to maintain positive and effective working relationships with fellow employees and elected Park Board. Work history should demonstrate strong time management skills and a proven ability to meet deadlines, as well as the capacity to operate in a high-paced and at times, stressful environment. Ability to treat sensitive and confidential information with discretion is required. Extensive knowledge of office administration, clerical procedures, and recordkeeping systems a must. Must be proficient in Word, Excel, PowerPoint, and Google Workspace (G-Suite). Ability to analyze systems/processes and implement improvements desired.

The targeted salary range is \$58,500 to \$67,500, depending on qualifications. Plus, we offer a generous benefits package including IMRF pension, medical, dental, short-term disability, long-term disability (IMRF), life insurance, VSP vision (discount program), 457 deferred compensation plan, paid time off, and park district usage benefits and facility discounts.

General Description:

Under the direction of the Executive Director, this position is responsible for providing administrative support to the Executive Director, Board of Commissioners and Leadership Team. This position performs a variety of confidential administrative duties including but not limited to, coordination of

meetings between the Executive Director, Board of Commissioners and the Executive Staff, composing Board materials on a wide range of subjects and screening and coordinating all incoming and outgoing communication to and from the Executive Director.

Duties:

Assist the Executive Director in the day-to-day administrative functions of the Park District.

Act as liaison between the Executive Director, Board of Commissioners, Public Officials, Leadership Team and residents.

Serve as the Official Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Officer for the Park District, and maintain annual certifications for both as needed. Manage and coordinate all FOIA responses, ensuring accurate and legally-compliant decisions are made regarding the timing of response and disclosure or non-disclosure of information.

Prepare, review and distribute official Board meeting packets. Assist with the preparation of agendas and compliance with OMA. Prepare and maintain all Board Meeting Minutes and manage electronic files.

Research, compile, assimilate, and prepare confidential and sensitive documents, and brief the Executive Director regarding content. Discreetly handle confidential and politically sensitive matters.

Maintain administrative files for the Park District including but not limited to resident committees, real estate records, land acquisition, public bid packets, contracts and IGA's, ordinances and resolutions, regular and closed session meeting minutes, and District incident/vandalism reports.

Assist/oversee Park Commissioner Election/Campaign procedures during election cycles.

Review, proofread and edit all administrative documents for completeness, clarity and accuracy before submitting to the Executive Director for signature and distribution of same to Staff, Board and Public.

Oversee and coordinate annual liquor license renewals for designated areas of the Park District, including the Golf Course, Friendship Park Conservatory and special events, as needed.

Serve as an official Illinois State Notary Public for the Mt. Prospect Park District.

Provide assistance as needed for the preparation and publication of bid notices and meeting agendas.

Facilitate resident committees and public meetings as they arise as requested by the Executive Director.

Attend all scheduled Park Board meetings as assigned and act as recording secretary, producing the official minutes.

Coordinate Administrative Office activities and leadership schedules; develop and recommend office procedures and systems, and maintain professionalism and order of Administrative Office operations.

Coordinate ADA accommodation requests for public meetings.

Be proficient in Park District policies and procedures.

May be required to occasionally work special events at night and on the weekend.

Maintain accessibility via cell phone, text and email outside of normal business hours as required.

All other duties as required by the Executive Director.

Qualifications:

BA/BS degree in Business/Public Administration, Recreation Administration or related field plus a minimum of three years previous experience performing executive-level administrative work is preferred. An equivalent combination of training, education and experience may be substituted for the

above.

Must possess knowledge of pertinent federal, state and local laws, codes and ordinances.

Must possess demonstrable ability to continuously maintain and develop knowledge and expertise in relevant legislative and procedural areas.

Must possess a thorough understanding of the requirements of the Freedom of Information Act and the Open Meetings Act.

Must have experience working with a governing Board of Commissioners or comparable management team.

Must be proficient in Google Workspace (G-Suite), Microsoft Office, database software, Adobe PDF and internet and website portals.

Must have knowledge of administrative duties including business letter writing, basic report writing, spreadsheet creation and the operation of office equipment including computers, copiers and creation of PDF documents. Additionally, must be able to take verbatim notes and possess knowledge of the proper use of English including spelling, grammar, punctuation and vocabulary.

Must have familiarity with the organizational structure and function of a local government administration office.

Must be able to organize work, set priorities, meet critical deadlines and follow-up assignments with minimum direction.

Must be able to take initiative and possess independent judgment within established guidelines and the ability to analyze, interpret, apply and improve administrative procedures and regulations.

Must be able to establish and maintain positive working relationships, using tact, discretion and prudence with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

Must possess superior organizational skills, a positive attitude and a professional image; must be a team player, personable, self-motivated and goal-oriented.

Must demonstrate qualities of integrity and diplomacy, with the ability to discuss sensitive matters with confidence and tact.

Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations if needed.

This position involves sitting, standing, walking and lifting throughout the day, primarily in an office setting. Must be able to lift 20+ pounds.

Must be in possession of or have the ability to obtain an Illinois State Notary Public Certification.

Must possess a valid driver's license and ability to provide own transportation.

Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed 40 hours at times.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an equal opportunity employer.