



Administrative Assistant

Tinley Park-Park District

Contact Name: Mary Ann Troc

Contact E-mail: maryann.troc@tinleyparkdistrict.org

Contact Phone: 708/342-4200

Closing Date:

Salary: \$42,000 to \$52,000 DOQ

Description:

Job Summary

Under the direction and supervision of the Executive Director, the Administrative Assistant is responsible for providing administrative support to the Executive Director and the Board of Commissioners, assisting with the day-to-day operation of the District, as well as ad-hoc projects. The Administrative Assistant will also serve as back-up for all office positions.

Knowledge, Skills & Experience

Include, but not limited to, thorough technical and practical knowledge of the park district system; excellent written and oral communication skills; fundamental math, analytical, and allocation skills; working knowledge of application software, including Microsoft Office, as well as the recreational and financial software used by the District.

Ability to solve problems comprehensively and to produce accurate work on a timely basis; ability to perform required duties with initiative, good judgement, persistence, creativity, integrity, tact, and courtesy, in a confidential manner as required; ability to establish and maintain effective working relationships with the public, board members, and staff; ability to work with minimal supervision.

Five years of progressive experience in office administration/management, public sector administration experience preferred. Experience in sustained typing to transcribe notes from recorded tapes and hand-written documents. Must possess or have the ability to obtain Notary Public.

Core Responsibilities

Serve as the Administrative Assistant to the Executive Director, Superintendent of Recreation, Business Manager, Facilities Manager, and Superintendent of Parks, performing day-to-day as well as special administrative tasks and duties as needed and in a confidential manner as required

Review and maintain accurate and up-to-date Park District policies

Prepare Park District cooperative agreements with other agencies, ordinances, and resolutions as needed

Coordinate District registration at various educational programs and conferences

Conduct studies, research, and technical investigations on various subjects and write reports

Coordinate and prepare board packets

Maintain and supervise legal records and office files in compliance with Records and retention requirements

Submit legal notices to appropriate publications

Serve as the Local Election Official for the District, the F.O.I.A. officer for the District and Notary Public

Organize employee and volunteer events and assist office staff during peak times and as needed