



Administrative Assistant

Glenview Park District

Contact Name: Melissa Marsh

Contact E-mail: melissa.marsh@glenviewparks.org

Contact Phone:

Closing Date:

Salary: \$52,900-\$58,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:
Administrative Assistant (Full Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

This position is responsible for all administrative services for the Division Directors and staff of Special Revenue Facilities and Recreation and Museum Services. The Administrative Assistant provides exceptional customer service to both internal and external customers via in person, phone and email. This position communicates effectively and takes an active role in supporting and responding to in-person community inquiries and administrative building visitors. This position plays a key role in preparation of Board Committee meetings including agendas, packets, postings, room set-up and minutes. The Administrative Assistant provides support for special projects, initiatives, and select special events within each division and participates in district-wide initiatives such as agency accreditation and strategic initiatives.

QUALIFICATIONS

The ideal candidate will have a minimum of a High School Diploma and some college is highly desirable. At least 3 years of relevant work experience and prior experience supporting senior management desired. Excellent communication & organizational skills and strong technical ability (MS Outlook and MS Office) are required. Advanced knowledge and skills with computers and software (Outlook, Word, PowerPoint and Excel) is a must. Ability to accurately type along with ability to transcribe recorded dictation preferred.

SCHEDULING & PAY

This is a full time, year-round position. Typical position hours are Monday through Friday are 8:30am to 5:00pm and may include occasional nights based on meetings, program and facility needs. Target hiring range is \$52,900-\$58,000 DOQ (commensurate with qualifications and experience)

BENEFITS WE OFFER

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

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Insurance
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: November 27, 2023

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*