



Executive Assistant

Woodridge Park District

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Closing Date:

Salary: 60,408-94,388

Description:

The Executive Assistant is responsible for providing high-level administrative support to the Executive Director and sometimes other leadership staff. The Executive Assistant is also appointed as the Recording Secretary, OMA and FOIA officer designations. The Executive Assistant leads all clerical and administrative needs of the Executive Director and completes special projects of the Park District in a professional, efficient, businesslike manner. Salary offers will be based on experience and qualifications, the District uses a 20 year scale to determine the minimum and maximum range for the position. Benefits offered may be reviewed by copying this link into your web browser: <https://www.woodridgeparks.org/jobs/>

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of integrity/ethics, interpersonal skills, job knowledge, policies and procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, initiative/productivity, and teamwork.

Essential Duties

- Perform clerical and administrative support for the Executive Director, including but not limited to preparing memorandums, agendas, reports, correspondence, and any notice of meetings in accordance with the Open Meetings Act.
- Serve and maintain the official records and related records management duties of ordinances, resolutions, contracts, agreements and state statute related documents for the entire District. Leads record management and archives to comply with all state statutes and county requirements.
- Work closely with Executive Director, Deputy Director, and Leadership Team in the coordination and processing information.

- This job will require a person who is highly trusted with personal and/or sensitive information regarding the District and its staff. For that reason, it is essential that the person in this role does the following:
 - Maintain confidentiality when becoming privy to information that is personal in nature, is still under review and discussion among the Leadership Team and/or has not been finalized.
 - Establishes trust and transparency in all communication with the Executive Director and that gossip among any other staff is omitted to ensure a positive work environment for all.
- Mail notices of meetings and notify the press as needed.
- Assemble and distribute board packets and is responsible for record management of such items. This includes attending all board meetings and acting as the recording secretary. Produces official minutes, assists with scheduling meetings, prepares Board Meeting Materials and a monthly calendar of events for the Board.
- Perform special projects as assigned by the Executive Director, which may include but are not limited to research, data collection and input, surveying, cost control analyses, assembly of reports, preparing processes and forms, reviewing drafts, and updating revisions to all District various manuals.
- Maintain official records for Distinguished Agency and other accreditation processes.
- Maintain and keep up to date all association/professional memberships for staff and the board.
- Make conference registrations and travel arrangements (as requested) for the Board and staff.
- Maintain official park district files for the State, County, and Local Government Organizations as well as affiliated organizations.
- Perform clerical and administrative tasks, including drafting emails, letters, memos, invoices, reports, and other documents as assigned.
- Receive incoming communication or memos on behalf of the Executive Director, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Monitor email to general park district email account as well as distributes USPS mail received at Fred C. Hohnke Community Center.
- Field resident inquiries and comments from a variety of sources and track responses related to those items in a polite and efficient manner.
- Schedule and attend meetings on behalf of Executive Director, taking notes and recording minutes.
- Act as the District's assistant for all Freedom of Information Officers (FOIA), Open Meetings Act Officers (OMA) and Local Election Official and assists with assembling and compiling requested information.
- Manage key inventory, pass cards, and security system for the District.
- Purchase, ensure maintenance, and instruct staff in properly using all office equipment and act as a technical resource for others.
- Work with Administrative and Project Specialist (APS) to ensure that once all authorizations, to bid have been approved, the APS has published bid notifications.
- Ensure all other legal publications have been published and is responsible for record management of such items.
- Maintain and organize the safe keeping of all permanent official records to include but not limited to: board reports, approved board meeting minutes, press clippings, resolutions, and ordinances in both paper copy and electronic formats.
- Manage the archiving of official records and disposal in accordance with the Illinois Records Commission.
- Prepare budget and manage expenses affiliated with position.
- Maintain a working knowledge of District specific computer software applications, including recreation registration, customer service tracking, financial, and web-based programs.
- Evaluate and distribute donation requests from community organizations.

Customer Service

- Develop and maintain high standards of quality for customer service.
- Resolve differences and problems that arise with the public.

Initiative

- Manage contracts for equipment and services for the District affiliated with the position.
- Tackle problems and take independent action, seek new responsibilities, act on opportunities, generate new ideas, and practice self-development.

Listening Skills

- Listen attentively and actively to others and ask clarifying questions.
- Stay open to other viewpoints.
- Manage distractions and interruptions

Personal Organization

- Ensure proper inventory, purchase and storage of office supplies.
- Maintain a clean and functional work space.
- Excellent time management skills with a proven ability to recognize priorities among balancing multiple tasks and meeting deadlines.
- Work with minimal supervision to solve problems and produce work on a timely basis.
- Organize, prepare and present information in a grammatically correct written form with few mistakes.
- Other duties, responsibilities, and activities may change or be assigned at any time with our without notice.

Technical Skills

- Perform all phases of administrative work required such a keyboarding; setting up and maintaining files; maintaining clerical records and preparing reports for such records; answering telephones; administering postage meter; processing invoices.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of two years of experience as an office manager or any equivalent combination of training and experience.
- Excellent verbal and written communication skills, including grammatical skills.
- Extensive working knowledge of Microsoft Office software, including Word, Excel, Outlook, PowerPoint, and Publisher. Knowledge of other software applications, such as Adobe Acrobat is preferred.
- High level of organizational and file management skills.
- Ability to administer all functions of the office as required by the Executive Director.
- Experience with reviewing and approving invoices for payment.
- Ability to interact positively and cooperatively with other people at all times.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before group participants or employees of the organization.
- Ability to understand, remember, and apply common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.

- Ability to effectively problem solve and adapt to change.

Education & Training

- A minimum of a high school diploma or equivalent is required.

Certificates, Licenses, Registrations

- Obtain and maintain PowerDMS certification within one year of employment.
- Complete FOIA and OMA Training and act as an additional office for both to ensure compliance with related laws and requirements within 6 months of hire.
- Obtain and maintain first-aid certification within one year of employment.
- Obtain and maintain adult CPR/AED certification within one year of employment.
- Obtain and maintain a valid Illinois State Driver's License.
- Additional professional accreditations a plus.
- Notary or the ability to become a Notary within 6 months of hire.