



Administrative Coordinator

Wheeling Park District

Contact Name: Lisa Garrow

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Closing Date:

Salary: \$23.75-\$28.75 Hourly

Description:

Job Title: Administrative Coordinator

Job Status: Full Time – Non-Exempt

Division: Administrative Services

Primary Work Location: Community Recreation Center

Reports To: Executive Administrative Assistant

Supervisory Responsibility: None

Position Summary

This position is responsible for assisting the Park District in the day-to-day operations by performing administrative functions for a variety of departments and divisions while also serving as the administrative lead for several districtwide administrative projects.

Essential Job Duties

- Perform clerical services, including preparing letters, memos, Board Reports, meeting agendas, maintaining calendars, scheduling appointments, and other special administrative tasks and duties which may be of a confidential nature.
- Keeps accurate and up-to-date project work logs and expenses while also updating and organizing electronic project files.
- Assist with organizing, tracking and managing administrative projects to include, but not limited to, Distinguished Agency Accreditation, CAPRA, and others as determined or assigned.
- Assist with Department budgets and Capital Replacement and Improvement Plan.
- Serves as the lead grant records manager for all District grants.

- Oversee record keeping of annual Major Projects and Purchases.
- Track labor hours through Harvest software system for parks and facility services and maintenance staff.
- Allocate and code all purchase card transactions for parks and facility maintenance staff and prepare monthly memo statements.
- Update and manage District assets through Asset Tiger.
- Processes invoices for payment through check requests and purchase cards.
- Operates computer to prepare Park District information as needed.
- Maintains files and records in multiple software systems.
- Follows up and coordinates phone calls to contractors, suppliers and agencies.
- Types construction documents or service agreements, as well as legal advertisements, grants, award applications, bids, memorandums, reports, etc.
- Disseminates information to suppliers, contractors, review agencies, funding (grant) agencies, and other park district staff members.
- Undertakes special projects as assigned.
- Supports and exhibits the established organizational values of respect, communication, integrity, innovation, recognition, continuous learning, fun, empowerment and people.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Serves on the District's Safety Committee.
- Attends and participates in special committees or other meetings as assigned.
- Attends monthly Department Meetings and serves as record keeper and note taker.
- Attend workshops and seminars to gain knowledge in related areas of responsibility.
- Employee may be asked to apply for a State of Illinois Notary Public license and bonding. Fees will be reimbursed by the Park District.
- Performs other duties or special projects as assigned.
- Serve as backup to Executive Administrative Assistant including attending Board Meetings and taking minutes as requested.

Position Requirements

Graduate of a college or university accredited by the U.S. Department of Education with an Associate's degree, business school diploma, or equivalent, with two (2) years progressively responsible experience as an administrative assistant, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Knowledge of computer software applications, including Microsoft Office, Google Docs, and other standard office equipment.
- Ability to read, write and interpret routine business reports and other correspondence.
- Ability to work with minimum supervision.
- Excellent organizational, communication and analytical skills.
- Proven problem-solving, leadership and management skills.

Knowledge

- Knowledge of computer software applications, including Microsoft Office, Google Docs, and other standard office equipment.

- Ability to read, write and interpret routine business reports and other correspondence.
- Ability to work with minimum supervision.
- Excellent organizational, communication and analytical skills.
- Proven problem-solving, leadership and management skills.
- Demonstrate consistent attendance and on-time arrival.
- Must be able to read, write and speak in English.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.
- Telecommuting eligible position

Rate of Pay: \$23.75 - \$28.75 Hourly

In exchange for your time and talent, we offer a generous benefits package including: Medical Insurance: Blue Cross Blue Shield HMO, HDHP with HSA, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

Please complete the full application with the Wheeling Park District via the following link:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=200409&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>