



## **Administrative Assistant**

### Lemont Park District

**Contact Name:** Lisa Dian  
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**Closing Date:** 2025-03-25  
**Salary:** \$20.00-\$27.00

#### **Description:**

Job Title: Administrative Assistant  
Department: Administrative  
Reports to: Executive Director  
FLSA: Non-Exempt  
Status: Full-Time Hourly  
Salary Range: \$20.00-\$27.00

#### **Job Summary:**

The Administrative Assistant provides confidential administrative support to the Executive Director, Park Board, and Department Directors while assisting in districtwide projects. Serving as the Board Recording Secretary, this role coordinates board meetings, prepares board packets, drafts correspondence, and records meeting minutes for the Board, administrative meetings, and all-staff meetings. Maintaining an organized and confidential filing system is essential. Strong organizational skills, attention to detail, and the ability to manage multiple priorities are key to success in this role.

#### **Essential Job Functions and Responsibilities:**

- Perform all clerical and administrative duties for the Executive Director and Board of Commissioners, ensuring smooth daily operations and effective communication.
- Prepare and organize documents, reports, and correspondence on behalf of the Executive Director and Board.
- Maintain strict confidentiality when handling sensitive documents and discussions.
- Serve as an assistant to the Board of Commissioners, including the Secretary, supporting official duties and ensuring compliance with legal requirements.
- Maintain and update the official ordinances, resolutions, meeting minutes, and records of the Park District.
- Coordinate and assist in preparations for Commissioner elections, ensuring that all necessary documents and requirements are fulfilled according to state and local regulations.
- Attend, take detailed notes, and transcribe official minutes for various meetings, including but not limited to: Committee of the Whole Meetings, Monthly Board Meetings, staff meetings and other special meetings as required.

- Ensure the accuracy and timely distribution of meeting minutes and records to board members, staff and the public.
- Prepare and distribute the Board Packet before each meeting, compiling all necessary reports, memos, and agenda items for Board review.
- Provide comprehensive administrative and project support to the Executive Director and Department Directors, assisting with research, data collection, and documentation.
- Managing correspondence and follow-up tasks.
- Assist in the preparation and processing of legal documents and Park Board-related records, ensuring they are properly signed, distributed, and archived.
- Ensure compliance with Open Meetings Act (OMA) requirements. Posting the annual Board Meeting schedule and monthly agenda at designated public locations. Uploading meeting minutes and agenda to the Park District website in a timely manner. Maintain transparency by ensuring public access to meeting information and official documents.
- Support the IT Department with tasks such as setting up new equipment, activating cell phones, and troubleshooting problems and malfunctions.
- Actively participate in the Training and Development Committee to support staff training, development initiatives, and ensure compliance with the training required.
- Maintain the Executive Director's calendar by scheduling appointments, meetings, travel, and registrations.
- Ensure compliance with District policies and procedures while identifying opportunities for improvement or the development of new policies as needed.
- Perform other duties as assigned.

#### **Job Qualifications:**

- High school diploma or equivalent required; associate or bachelor's degree in business administration, public administration, or a related field preferred.
- Previous experience in administrative support, office management, or a similar role, preferably in a government, parks, or recreation setting.
- Experience working with the public and providing customer service.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and office management software.
- Strong organizational skills with the ability to multitask and prioritize workload efficiently.
- Attention to detail and accuracy in data entry and record-keeping.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certified within 90 days of hire.

#### **Work Environment:**

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

**Benefits Offered:** In exchange for your time and talent, we offer a generous benefit package.

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- PATH Wellness Program

- EAP Employee Assistance Program
- Pension Defined Benefit Plan (IMRF)
- 457 Defined Contribution Plan
- Vacation and Sick Time
- Paid Holidays (as defined in our Policy Manual)
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

**Visit our website to apply:**

**<https://www.lemontparkdistrict.org/about/employment/>**