



Administrative Assistant

Tinley Park-Park District

Contact Name: Shawn Roby

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Closing Date:

Salary: \$21.00 - \$26.00 per hour

Description:

NOW HIRING: Administrative Assistant (Full-Time)

LOCATION: Tinley Park-Park District, Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

JOB SUMMARY: Under the direction and supervision of the Executive Director, the Administrative Assistant is responsible for providing administrative support to the Executive Director as well as the Superintendent of Recreation, Business Manager, Facilities Manager, and Superintendent of Parks and performing day-to-day administrative duties and special organizational tasks as needed in a confidential manner as required.

CORE RESPONSIBILITIES:

- **Serve as the Administrative Assistant to the Executive Director, Superintendent of Parks, Business Manager, Superintendent of Recreation, and Facilities Manager**

- **Perform day-to-day and special administrative tasks and sensitive duties as needed, in a confidential manner as required. Additional defined tasks:**
 - **Maintain accurate records of property-related documents such as resolutions, agreements, plats, and other critical files including vehicle titles and documents stored in the safe deposit box**
 - **Assist in the creation, formatting, and updating of various procedure manuals, including departmental, safety, and environmental documentation**
 - **Prepare Park District cooperative agreements with other agencies, ordinances, and resolutions as needed**
 - **Coordinate with third-party vendors for large-scale print jobs, signage production, and issues related to property maintenance or vandalism (e.g., communication with cell tower companies)**
 - **Prepare, schedule, and proof Legal Notices to ensure timely and accurate publication**
 - **Support the development of contract and project documentation related to competitive bidding processes.**
 - **Coordinate and prepare board packets**
 - **Maintain and supervise documents and office files in compliance with Records and Retention requirements**
 - **Maintain accurate data in the fixed asset system for asset tracking and management**
 - **Contribute to the preparation of the Parks Department Annual Report, focusing on project-based content and updates**
 - **Assist in the planning and execution of park and playground planning meetings, grand openings, community events, and legislative functions**
 - **Execute recurring monthly billing operations, including the preparation, review, and processing of complex and high-volume invoices**
 - **Track monthly service contract invoice data for phone, internet, and utility services**
 - **Assist in tracking and implementing ADA (Americans with Disabilities Act) updates**
 - **Assist in tracking park inventory updates**
 - **Maintain COI (certificate of insurance) database for the agency**
 - **Coordinate and schedule meetings and appointments**
 - **Produce and edit weekly employee newsletter**
 - **Organize employee meetings and events**
 - **Coordinate District registration at various educational programs and conferences**
 - **Serve as the Local Election Official for the District**
 - **Serve as one of the F.O.I.A. officers for the District**
 - **Serve as a Notary Public for the District**
 - **Assist office staff during peak times and as needed**

QUALIFICATIONS:

- **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.**
- **Strong organizational skills**
- **Exceptional communication skills – both oral and written**

INCENTIVES: The starting hourly wage range for this exempt full-time position is \$21.00 to \$26.00 per hour. Full-time benefits include low-premium medical, dental, vision insurance; agency provided life insurance; IMRF retirement plan; generous PTO; health and wellness programs; complementary program registrations as well as complementary family memberships to Tinley Fitness, Tony Bettenhausen Recreation Center, White Water Canyon Water Park, and Canine Campus Dog Park.

ABOUT US: The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities, which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.

CLOSING DATE: Position is open until filled.