



## **Executive Assistant**

### Hanover Park Park District

**Contact Name:** Nicole Powell  
**Contact E-mail:** [hr@hpparks.org](mailto:hr@hpparks.org)  
**Contact Phone:** 630-996-1237  
**Closing Date:**  
**Salary:** \$19 - \$22 per hour

#### **Description:**

##### **JOB SUMMARY**

The Executive Assistant provides highlevel administrative and operational support to the Executive Director and senior leadership of the Hanover Park Park District. This position plays a critical role in supporting governance functions, Board operations, executive scheduling, and administrative coordination to ensure the efficient and professional operation of the District.

The Executive Assistant is responsible for managing confidential information, coordinating Park Board activities, preparing meeting materials, maintaining official records, and supporting executive workflows. This role requires strong organizational skills, discretion, attention to detail, and the ability to manage multiple priorities in a publicsector environment.

This position is part-time, non-exempt, and averages up to 19 hours per week. The role may require attendance at evening meetings and occasional events outside the standard workday.

***If interested, please send your contact information and resume via our website:*** [Employment Opportunities | hpparks.](#)

#### **QUALIFICATIONS:**

- High school diploma or equivalent required.
- Associate's or Bachelor's degree in Public Administration, Business Administration, Communications, or a related field preferred
- Minimum of three (3) years of executive, administrative, or boardsupport experience, preferably in a municipal, park district, or publicsector environment
- Strong written and verbal communication skills, including professional correspondence and meeting documentation
- Demonstrated ability to handle confidential and sensitive information with discretion.
- High level of proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and document management systems
- Strong organizational, timemanagement, and problemsolving skills
- Ability to prioritize, multitask, and meet deadlines in a fastpaced environment

- Valid Illinois driver's license required

**IMMEDIATE SUPERVISOR:** Executive Director

**REQUIRED KNOWLEDGE, SKILLS, OR TRAITS:**

- Strong written communication skills, including the ability to draft clear, professional, and accurate emails and documents on behalf of executive leadership
- Ability to exercise sound judgment when handling inquiries, concerns, or requests that may require tact, negotiation, or deescalation
- Ability to ask thoughtful questions, identify issues, and take initiative to resolve matters within the scope of the position
- Understanding of Board governance processes, meeting protocols, and publicsector administrative requirements
- Ability to manage confidential information with integrity and professionalism
- Strong organizational skills and attention to detail
- Ability to communicate calmly and effectively in highpressure or urgent situations
- Professional demeanor and commitment to ethical conduct

**ESSENTIAL FUNCTIONS:**

**Executive & Administrative Support**

- Provide direct administrative support to the Executive Director, including daily scheduling, calendar management, and coordination of meeting
- Draft, review, and support executive correspondence, including emails and communications that require professionalism, clarity, and discretion
- Serve as a key administrative liaison, responding to inquiries and coordinating information flow to protect executive time and priorities
- Use judgment and initiative to triage requests, escalate issues appropriately, and address routine matters independently when possible
- Support executive purchasing activities, including reconciliation of the Executive Purchasing Card and related documentation.
- Maintain organized executive files and records in accordance with District retention requirements.

**Board of Commissioners Support**

- Coordinate all Park Board meetings, including Regular, Workshop, and Special meetings
- Prepare, assemble, and distribute Board packets, agendas, and supporting materials
- Attend Board meetings as required to support meeting logistics and record attendance
- Draft, finalize, and maintain accurate Board meeting minutes
- Ensure proper posting, filing, and distribution of agendas, minutes, ordinances, resolutions, and related documentation

**Governance & Records Management**

- Assist with preparation, processing, and tracking of ordinances, resolutions, and official Board actions
- Maintain organized electronic and physical filing systems for executive and governance records
- Support Open Meetings Act (OMA) and Freedom of Information Act (FOIA) compliance activities as assigned and in coordination with designated staff.

- Ensure timely and accurate record retention and document accessibility for audits, legal inquiries, and public requests

#### **PHYSICAL REQUIREMENTS:**

- Frequent sitting, standing, typing, grasping, walking, reaching, handling
- Occasional lifting (up to 25 lbs; up to 50 lbs with assistance)
- Occasional pushing, pulling, climbing, stooping, bending, kneeling, balancing
- Ability to use small motor skills for using the telephone, computer keyboards, etc.

#### **PSYCHOLOGICAL CONSIDERATIONS:**

- Ability to manage stress and maintain professionalism under pressure.
- Ability to work independently in day-to-day tasks while also functioning effectively as part of a team.
- Ability to work effectively in a fast-paced environment.
- Ability to interact professionally with staff, residents, and the public.
- Demonstrates sound judgment and discretion in handling sensitive and confidential information.

#### **ENVIRONMENTAL CONSIDERATIONS:**

- Primarily indoor work with occasional exposure to outdoor elements during events.
- Indoor work may involve variable lighting and temperature conditions.

#### **COGNITIVE CONSIDERATIONS:**

- Ability to follow directives from the Executive Director.
- Ability to organize information and maintain accurate records.
- Ability to recognize priorities and adjust tasks accordingly.
- Must effectively prioritize tasks and manage multiple projects
- Must be able to make clear and informed decisions.
- Must exhibit sound judgment and maintain confidentiality.
- Ability to learn and apply new systems and procedures.

*The duties listed above are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those duties to be performed temporarily outside the Assistant's normal line of work.*

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