



## **Office Manager**

### Village of Romeoville

**Contact Name:** Kelly Rajzer

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**Contact Phone:** 815-886-6222

**Closing Date:**

**Salary:** \$80,699-\$108,944

#### **Description:**

The Village of Romeoville Parks & Recreation Department is seeking a Full-Time Office Manager. The department has a budget of over \$13 million and a population of approximately 40,000 residents. The mission of the Recreation Department is to improve the quality of life for the community by providing a variety of leisure time activities.

The Office Manager has oversight and day-to-day management responsibility for front office staff and its operations. The purpose of this position is to manage office activities and perform confidential secretarial and administrative support duties. The work is performed under the direction of the Director of Parks & Recreation.

#### **Responsibilities include, but are not limited to:**

- Hire, train, assign, supervise, schedule, and direct the work activities of approximately 10-13 clerical staff (union and non-union staff).
- Responsible for communicating job duties, and providing coaching recognition and discipline.
- Confers with and counsels staff to exchange information and/or explain work policies, procedures and guidelines.
- Troubleshoots problems and formulates possible solutions.
- Review Information Technology (IT) for efficiencies and make recommendations for improvements.
- Review departmental finance functions.
- Provide administrative support for the Director of Parks & Recreation and the department.
- Compose routine correspondence, reports and other materials. Type correspondence, reports, forms, etc.
- Schedule appointments and meetings. May compile, organize, and distribute meeting materials. Attend department staff meetings and keep meeting minutes.
- Assist with the preparation of the department's annual budget. Prepare budget research and documentation. Monitor budget activity and provide various reports for revenue, invoicing, expenditures, and reviews open purchase order report for accounts payable.
- Maintain expenditure records for capital improvement projects.

- Maintain department attendance, leave, and other personnel files. Review new hire paperwork and process for Human Resources. Submit updates for payroll. Process payroll input and review for accuracy.
- Ensure cash on hand is adequate for various programs and events. Maintain petty cash and audit cash register banks.
- Prepare purchase orders and all financials for the department.
- Work with the Director of Parks & Recreation to comply with all grant requirements and reimbursement submittals.
- Research requests for FOIA as necessary.
- Organize and maintain department records. Enter information into computer databases/records.
- Schedule orientation, staff meetings, and staff trainings for employees as needed.
- Provide a wide variety of responsible and confidential administrative duties for the Director and department in general.
- Establish and maintain a cohesive and team-oriented work environment.
- Other duties as assigned.

**Qualifications:**

Must have a strong financial background and supervisory experience. Excellent interpersonal skills, communication, critical thinking, attention to detail, and organizational skills are a must. Candidate should be familiar with federal, state, and local laws and guidelines pertaining to Human Resources. Proficient with applications of the Microsoft Office Suite, including Word and Excel. Experience with the following software is a plus: UKG, RecTrac (or Amilia), New World (or BS&A), Granicus/Legistar, OpenGov, and Laserfiche. A bachelor's degree in Human Resource, Finance, Business Administration, Parks & Recreation, or a closely related field is preferred. A minimum of two years of experience working in a Parks & Recreation field or other closely related field is preferred. This is a full-time, non-union position with excellent benefits including IMRF pension, in addition to vacation, personal, sick time, and 14 paid holidays. Blue Cross Blue Shield Medical Insurance at 12% cost to the employee, and free dental and vision insurance. Life & AD&D coverage, flexible spending, flexible spending, and tuition reimbursement, \$4,000 for undergraduate degree and \$5,000 for graduate degree. Salary range is \$80,699 to \$108,944 depending on qualifications and/or experience. The hours for this position are generally Monday-Friday from 9:00am to 5:00pm; however, additional nights and weekends are required for various trainings and special events. This is an in-person position.

Closing date is June 12, 2026 or until filled. In addition to completing an online application (<https://www.romeoville.org/135/Employment-Opportunities>), please submit cover letter and resume to the Director of Parks & Recreation, Kelly Rajzer: [krajzer@romeoville.org](mailto:krajzer@romeoville.org) or 900 W. Romeo Rd., Romeoville, IL 60446.