



Parks Department Office Assistant

Bloomington Park District

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Closing Date:

Salary: \$21-\$24/hour

Description:

Bloomington Park District

Parks Department Office Assistant – Full Time Position

POSITION SUMMARY:

Under the direction of the Director of Parks and Planning, the Parks Department Office Assistant provides administrative, operational, and customer service support for the department by coordinating office functions, managing shelter and outdoor field rentals, maintaining contracts and records, processing invoices and billing, organizing work requests, and supporting departmental projects and events, while also facilitating communication and coordination between residents, vendors, contractors, and District staff.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum of three years of office administration, clerical, or related experience required; municipal or public agency experience preferred.
- Demonstrated proficiency in Microsoft Office applications, including Outlook, Word and Excel, with at least three years of practical experience required.
- Strong organizational, communication, and time management skills required.
- Ability to work independently and collaboratively in a team environment.
- Must pass pre-employment background check, drug screening, and health screening.

BENEFITS:

- Health insurance (HMO or PPO), with reasonable employee contribution for employee, spouse, and dependents.
- Dental insurance for employee, spouse, and dependents - with reasonable employee contribution.
- Vision insurance for the employee, spouse, and dependents - with reasonable employee contribution.

- Free \$25,000 life insurance policy with an option to add additional coverage at minimal charge.
- Free employee assistant plan for everyone in household or on insurance plan.
- Free daycare for children three (3) years of age and older in daycare type programs such as preschool, preschool extended care, day camps, sunrise/sunset extended care, days off and Kids' Place programs, while working and while programs are in session.
- Pension plan through the Illinois Municipal Retirement Fund: employee contribution of approximately 4.5%, employer contribution 5-12%.
- Paid time off includes 12 sick days per year, 10 vacation days to start, 4 personal days (prorated first year), 9.5 holidays.
- Free use of the fitness center and water park.
- Free rental of space (pay staffing costs only).
- Free registration for all Park District non-contractual programs for employees and employees' immediate family.
- Educational opportunities, including tuition reimbursement and professional memberships and certifications.

ESSENTIAL JOB FUNCTIONS:

- Coordinates daily administrative operations of the Parks Department office, including email, phone, mail, and scheduling functions.
- Receives and responds to resident inquiries and service requests, documents concerns, and coordinates with appropriate staff for follow-up and resolution.
- Facilitates communication by receiving, documenting, and routing inquiries and service requests to appropriate staff for resolution.
- Maintains and updates the Parks Department Outlook calendar and scheduling systems.
- Organizes and coordinates departmental work requests, maintenance scheduling, and internal service needs.
- Processes invoices, billing documentation, and accounts payable paperwork, ensuring accuracy and proper recordkeeping.
- Uses Incode and RecTrac software to support accounting, recreation registration, facility reservations, and administrative recordkeeping.
- Prepares reports and maintains records related to departmental activities, expenditures, and operations.
- Supports planning and coordination of Parks Department programs, projects, and events, including attendance as needed.
- Manages shelter, pavilion, and outdoor field rentals in coordination with the Recreation Department, including processing applications, agreements, payments, and related documentation.
- Coordinates the ordering and delivery of parts, supplies, equipment, materials, flowers, and trees to support the maintenance and operation of parks and facilities.
- Coordinates ordering of parts, supplies, equipment, and materials needed for Parks Department operations, including flowers and trees.
- Communicates and coordinates with vendors, contractors, and internal departments to support services and projects, including managing departmental purchasing accounts and vendor charge accounts (e.g., Ace Hardware, Home Depot, Menards).
- Maintains contracts, agreements, and permits, including assisting in the preparation and development of agreements as well as tracking renewals and completing required follow-up actions.
- Maintains department files, records, databases, and both physical and digital documentation systems in an organized and accessible manner.
- Maintains and tracks inventory of office and departmental supplies and equipment, ensuring accurate records of usage, location, and condition, coordinating ordering and restocking as needed, and managing surplus listings.
- Assists in the preparation of departmental reports, memorandums, presentations, and related

documentation and maintains capital project, utility usage reports and Capital Asset Replacement Program records and related documentation.

- Manages the District's key tracking system and assists with the administration, monitoring, and coordination of the District's security alarm system, including access updates and related records.
- Coordinates all aspects of the Giving Tree & Bench Program
- Maintains organization and appearance of office and breakroom areas.
- Follows all Park District policies, procedures, and safety requirements.
- Performs additional duties as assigned by the Director of Parks and Planning.

PSYCHOLOGICAL CONSIDERATIONS:

- Must be able to manage competing priorities, handle stressful situations, and meet deadlines in busy office environment while working effectively with staff and District departments.

PHYSIOLOGICAL CONSIDERATIONS:

- Must be able to sit at a desk and work at a computer for extended periods of time.
- Must be able to lift 25 lbs.
- Must be able to perform filing, general office organization, and other related duties.
- Must be able to move quickly from workstation to assist staff and District departments as needed.

EXPERIENCE:

- Minimum of three years of office administration, clerical, or related experience required; experience in a municipal, park district, or public agency environment preferred.
- Minimum of three years of demonstrated proficiency using Microsoft Office applications, including Outlook, Word, and Excel.

HOURS OF WORK AND COMPENSATION:

- Hourly wages range from \$21.00 to \$24.00 per hour, depending on qualifications, plus a comprehensive Bloomingdale Park District benefits package. A complete list of benefits is available online here – (<https://www.bloomingdaleparks.org/about-bpd/job-opportunities>).
- This position requires a traditional Monday through Friday work schedule.
- Standard workweek consists of 40 hours, with hours determined by the Director of Parks and Planning.
- Must be available to work evenings, weekends, additional hours, and respond to emergency calls as needed.
- Must be flexible to accommodate schedule changes based on operational needs.
- Work location is in-person at the Bloomingdale Park District Maintenance Facility, 259 Springfield Drive, Bloomingdale, Ill. 60108.

The Bloomingdale Park District is an Equal Opportunity Employer (EOE/M/F/D/V).