



Parks Administrative Assistant

Bartlett Park District

Contact Name: Catalina Rodelo

Contact E-mail: crodelo@bartlettparks.org

Contact Phone: 630-540-4811

Closing Date:

Salary: \$20.00 - \$22.00/hour, DOQ

Description:

ABOUT US

Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor aquatic center and outdoor water park, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

The Administrative Assistant - Parks provides administrative and operational support to the Parks Department by coordinating communication, maintaining records, assisting with budget tracking and purchasing, supporting work order systems, and helping ensure the daily efficiency of operations of parks and facilities. This is an at-will position.

PRIMARY DUTIES

- Perform a variety of administrative assistance and customer service duties in support of the Parks Department.
- Process invoices and purchase orders and budget-related paperwork.
- Respond to resident questions, concerns, maintenance requests, and departmental information.
- Maintain, record, and document completion of work orders generated by internal staff.
- Develop proper project documents as directed by the Superintendent of Parks & Planning and Parks Department Managers.
- Assist Executive Assistant in proper document storage and record retention for BID documents, projects and inspections.
- Assist Risk & Safety Training Manager in producing staff training documents and individualized certificates.
- Maintain updated SDS sheets per PDRMA standards for all departments.
- Update safety-related manuals and record keeping, as needed.
- Organize and place staff uniform orders while maintaining records of staff uniform allowances.
- Organize, record, and order staff personal protective equipment (PPE).
- Assist in helping the growth and functionality of the Park-A-Memory program.

- Utilize recreation software to generate various reports for the Parks Department.
- Distribute mail to Parks Department staff, as routed from the office.
- Maintain Parks Department office records, in-house inspections, preventative maintenance inspections and files, keeping filing up to date.
- Prepare monthly Parks Department calendar and on-call schedule.
- Keep inventory of Parks Department office supplies and place orders, as needed.
- Work independently and perform various duties for Parks Department.
- Work within District email system communicating with residents, vendors and staff.
- Update safety-related manuals and record keeping, as needed.
- Gain knowledge and understanding of Park District policies and procedures and see that they are always adhered to.
- Attend Park District trainings, crisis trainings and staff trainings as directed.
- Must participate and maintain CPR/AED certification, offered by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- Perform other duties as assigned.

QUALIFICATIONS

- High school diploma required.
- Must have at least two (2) years of experience in administrative support – municipal government, public works, or park district operations a plus.
- Must be proficient in MS Office Suite, i.e., Word, Excel, PowerPoint, and Outlook.
- Must possess and maintain a valid Illinois Driver's License and be able to provide own transportation.

SCHEDULE & PAY

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Monday-Friday, 8:00AM – 4:30 PM (40 hours per week). Anticipated hiring range is \$20.00 - \$22.00/hour, DOQ. Position range is \$19.23 – \$28.85.

BENEFITS OFFERED

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Accounts
- Paid holidays and vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Position will remain open until it is filled. Interested and qualified candidates are encouraged to apply immediately as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.