



Administrative Coordinator

Wheeling Park District

Contact Name: Annie Gonzalez

Contact E-mail: agonzalez@wheelingparkdistrict.com

Contact Phone: 847-465-7761

Closing Date:

Salary: \$27.50 - \$31.00

Description:



Administrative Coordinator

Job Status: Full-Time – Non-Exempt

Department: Administration

Primary Work Location: Community Recreation Center

Reports To: Director of Administration

Supervisory Responsibility: None

Position Summary

The Administrative Coordinator reports to the Director of Administration and provides administrative support to the District's operations. This position collaborates with staff to support accurate, timely, and efficient completion of departmental and District-wide processes. The Administrative Coordinator is responsible for managing a variety of administrative tasks and requires a high level of organization, attention to detail, confidentiality, follow-through, and the ability to effectively manage multiple priorities.

Essential Job Duties

Human Resources Support

- Administer and maintain the District's payroll and HRIS systems, including employee records, system configuration, pay rules, accruals, job codes, user access, and position management.
- Process bi-weekly payroll, including time and pay verification, manual adjustments, and other required payroll reporting.
- Review and audit payroll and timekeeping records to ensure accuracy, compliance with District policies, and adherence to applicable laws and regulations.
- Maintain and monitor employee leave accruals; prepare reports and communicate leave balances as needed.

- Serve as the primary point of contact for payroll-related questions and provide training and support to employees and supervisors.
- Assist with recruitment activities, including job postings, applicant tracking, interview scheduling, phone screenings, reference checks, and recruitment events.
- Process new hire and rehire documentation, including background checks, I-9s, E-Verify, work permits, and other required employment and compliance documentation.
- Conduct periodic audits of employee records, including I-9s, work permits, leave accruals, and HRIS data, to ensure accuracy and compliance.
- Support the District's annual audit process and prepare recurring and special reports as assigned.
- Maintain accurate and confidential employee records and documentation in accordance with District policies and applicable recordkeeping requirements.

Finance Support

- Assist with finance-related administrative functions, including filing, organizing, scanning, and maintaining financial records and documentation.
- Assist with budget data entry to support the annual budget process.
- Allocate and code purchase card transactions for Parks and Facility Maintenance staff and prepare monthly memo statements.
- Assist with gathering, organizing, and maintaining information for the annual audit and other financial reviews.

Risk Management and Compliance Support

- Assist the Risk Management function with administrative duties, including maintaining and tracking employee and departmental training records.
- Assist with coordinating training materials, schedules, attendance records, and related documentation.
- Update and maintain District asset records in Asset Tiger to support the annual PDRMA review and other asset management needs.

Administration

- Provide general administrative support to the administrative team, including records management, staff directory updates, document preparation, tracking, and internal communications.
- Coordinate records retention maintenance, including organizing records for storage, retention, transfer, or disposal and coordinating vendor pickups as needed.
- Assist with organizing, tracking, and managing District-wide administrative projects, including Distinguished Agency Accreditation, CAPRA, and other assigned initiatives.
- Serve as backup to the Executive Administrative Assistant, including attending Board meetings and taking meeting minutes as requested.
- Distribute interoffice mail to other facilities, as routed from the office.
- Provide administrative support as assigned to ensure timely completion of District-wide administrative needs.
- Perform special administrative tasks and projects that may involve confidential or sensitive information.

Additional Job Duties

- Completes tasks in a timely and precise manner, working to find ways to improve office procedures and efficiency. Takes initiative and follows through on job tasks from start to completion.
- Skillfully uses the computer, printer, calculator, and fax machine.

- Performs the job safely and in compliance with Park District policies, procedures, work, and safety rules.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment, and people.
- Performs special projects or other duties as assigned.

Position Requirements

Bachelor's degree in public administration, business administration, or a related field, with three years of progressively responsible administrative or related experience, including experience maintaining electronic recordkeeping systems; or an equivalent combination of education, training, and experience. Experience and knowledge of payroll and HRIS systems preferred. Must possess excellent organizational, interpersonal, written, and verbal communication skills. Working knowledge of spreadsheet and word processing software required.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write, and speak in English.
- Must have CPR/AED certification or be able to earn it within 60 days.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Occasionally required to walk on uneven ground.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 15 pounds.

Compensation and Benefits

In exchange for your time and talent, we offer a generous benefits package including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (Sick, Vacation, and Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

Hiring Range: \$27.50 - \$31.00

APPLICATION PROCEDURE

All applicants must visit www.wheelingparkdistrict.com and submit a complete application:

<https://www.paycomonline.net/v4/ats/web.php/portal/07DEE904B0CEFE8BFD185D4FE939BC5F/jobs/365161>