Administrative Support Manager

Park District of Forest Park

Contact Name: Dr. Jeff Murphy
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Closing Date: 2026-11-30
Salary: $65,000 - $75,000

Description:
The Park District of Forest Park, “Where Every Day is a Walk in the Park”, serves just under 15,000 amazing residents. Currently the park district owns and operates five buildings, 6 park settings, an aquatic center and several different outdoor facilities including a skate park and official size synthetic turf soccer field. We host the No Glove National 16” Softball Tournament. When you work for our Park District you are part of a teamwork environment. We make it our priority every staff member has a seat at the table and a voice to be heard.

Benefits

Position is a full-time salary, year-round exempt position. **The Park District benefit package includes medical, dental and vision paid 100% for family and employee by the Park District.** It also includes IMRF pension and vacation, holiday, personal and sick time.

Position

Under the direction and supervision of the Executive Director, the Administrative Support Manager provides administrative and operational support across several key areas of the Park District, including Business Department finance and human resources, risk management, Board relations, strategic and operational planning, grant administration, and project management.

This position plays an important role in enhancing the district’s overall efficiency, strengthening internal processes, and supporting the effective administration of District operations. The Administrative Support Manager will also coordinate and oversee special projects assigned by the Executive Director and Superintendent of Business, provide constructive feedback, identify improvement opportunities, and recommend improvements to the Executive Director and Department Heads to strengthen organizational effectiveness and service delivery.

Position Qualifications

1. Bachelor’s degree in Business Administration, Public Administration, Accounting, or a related field. A master’s degree is a plus.

2. Three to four years of experience in finance, accounting, or a related business administration role.
3. At least two years of experience providing administrative support to executive-level staff or leadership.
4. Strong understanding of Board meeting procedures, agenda preparation, document management, and executive-level administrative practices.
5. Familiarity with the Illinois Freedom of Information Act (FOIA), Open Meetings Act (OMA), and the Robert's Rules of Order.
6. Experience or working knowledge of human resources functions and practices.
7. Excellent written and verbal communication skills, with the ability to communicate professionally with employees, Board members, residents, and external stakeholders.
8. Exceptional attention to detail, sound judgment, and effective problem-solving skills.
9. Proficiency in Microsoft Office and/or Google Workspace applications, including word processing, spreadsheets, presentations, and email.
10. Self-motivated with the ability to prioritize assignments, manage multiple projects, meet deadlines, and work effectively with minimal direction.
11. Demonstrated willingness and enthusiasm to learn new skills, embrace change, and identify opportunities for continuous improvement.

Preferred Qualifications -
We are looking for someone who is proactive, organized, trustworthy, and comfortable working behind the scenes with leadership. We want someone who can anticipate needs, recognize opportunities for improvement, and help keep the organization moving forward.

We would prefer an individual with these key professional attributes -

- Confidentiality and discretion: This position will have access to financial, personnel, and potentially sensitive Board-related information.
- Adaptability: The individual will work with multiple department heads and different leadership styles.
- Initiative and accountability: Someone who identifies problems and recommends solutions rather than simply waiting for assignments.

Essential Duties and Responsibilities

Business Department and HR Support

- Receiving clients/visitors/other staff.
- Answer the phone and cover the front desk as needed.
- Assist with general ledger month-end close procedures.
- Update and maintain the cleared check register and assist with bank reconciliation.
- Track and confirm that monthly reporting requirements are completed accurately and on time.
- Manage the park district's merchant account.
- Track and record transactions resulting from activity on the park district's credit cards.
- Assist in audit-related activities under the direction of the Superintendent of Business
- Participate in the preparation of the annual budget.
- Assist with the gathering of required paperwork for new hires and seasonal employees.
- Keep the business department filing system up to date and organized.

Risk Management and Safety Administration

- Serve as the Park District's primary safety contact and coordinate safety-related communications and initiatives.
- Develop and maintain an annual safety meeting schedule for all staff, including preparing agendas, organizing meeting materials, documenting meeting minutes, and distributing follow-up information.
- Present and encourage staff to take advantage of PDRMA's training opportunities.
- Coordinate routine facility, equipment, and program inspections. Monitor findings, communicate areas requiring attention, and follow up to ensure identified concerns are addressed.
- Maintain, organize, and manage inspection reports, safety documentation, and related records.
- Track and review employee and patron incidents and accidents to identify trends, recognize potential risks, and recommend corrective actions or preventative measures.
- Coordinate and manage the Park District's loss control review through the Park District Risk Management Agency (PDRMA), including gathering documentation, coordinating with departments, tracking recommendations, and ensuring follow-up on required improvements.

Board Relations and Administrative Governance

- Coordinate, compile, and prepare Board meeting packets, agendas, supporting documentation, and materials for all regular and special Park Board meetings.
- Attend all regular and special Park Board meetings and accurately prepare, maintain, and distribute meeting minutes.
- Ensure all required Park District meeting notices, agendas, and public postings are completed and maintained in compliance with the Illinois Open Meetings Act (OMA).
- Maintain current knowledge of the Open Meetings Act, including legislative updates and requirements, and assist the Executive Director and Board members with guidance regarding applicable procedures and compliance.
- Assist the Executive Director with administering Freedom of Information Act (FOIA) requests, including coordinating records collection, maintaining documentation, and ensuring required timelines and procedures are followed.
- Collaborate with the Executive Director to administer, organize, and maintain the Board Policy Manual, ordinances, resolutions, contracts, and other official District agreements.
- Maintain organized and accessible records of Board actions, approved minutes, resolutions, ordinances, and other official governing documents.
- Assist with reviewing and updating Board administrative procedures and documentation to support consistency, transparency, and compliance with applicable laws and District policies.

Strategic Planning, Research and Organizational Performance

- Support District operations by collecting, analyzing, and interpreting data to identify trends, evaluate performance, and develop recommendations. Use independent judgment to prepare detailed program analysis, reports, and presentations for Department Heads and the Executive Director.
- Collaborate with Department Heads to identify departmental data collection needs, establish reporting methods, and develop meaningful performance measures and statistical reports.
- Coordinate research initiatives throughout the Park District on topics related to organizational performance, operational capacity, efficiency, innovation, and opportunities for improvement.
- Develop and maintain systems to track, organize, and evaluate community input, including resident feedback, surveys, comments, and suggestions.
- Analyze community feedback and identify recurring themes, trends, and opportunities to improve programs, services, facilities, and overall customer experience.
- Assist the Executive Director and Department Heads with strategic and operational planning by providing research, data, and recommendations to support organizational goals and informed decision-making.

- Monitor progress on identified initiatives and help track departmental goals, objectives, and measurable outcomes.
- Support District operations by analyzing and interpreting data and using independent judgment to develop recommendations, provide detailed program and data analysis, and draft reports and presentations for department heads and the Executive Director.
- Working with department heads to review their specific needs related to data gathering and statistical reporting.
- Coordinate research efforts within the Park District on topics centered on performance, capacity, and innovation.
- Track Community Input.

Grant Administration and Project Management

- Assist the Executive Director with researching, identifying, and preparing grant opportunities that support the Park District's strategic goals, capital improvements, programs, and operational needs.
- Coordinate and manage grant reporting requirements for current OSLAD and DCEO grants, including preparing required reports, gathering supporting documentation, tracking project progress, and maintaining accurate grant records.
- Monitor grant deadlines, reporting schedules, funding requirements, and compliance obligations to ensure timely and accurate submissions.
- Collaborate with Department Heads to identify current and upcoming project needs and provide administrative and organizational support throughout the project process.
- Attend project meetings, prepare and organize supporting materials, coordinate purchase orders, document project updates, and manage meeting follow-up items.
- Assist with tracking project timelines, budgets, deliverables, and outstanding tasks to support successful project completion.
- Maintain organized records of grant applications, award agreements, expenditures, correspondence, project documentation, and required reporting.

Additional Essential Duties

- Perform other duties as assigned by the Executive Director and Department Heads.

Contact – Please send your cover letter and resume, as a Microsoft Word Document or as a PDF, using email or mail to the Park District of Forest Park, attention Dr. Jeff Murphy, Superintendent of Business, jmurphy@pdofpstaff.org or 7501 Harrison Street, Forest Park, Illinois 60130.