



## **Administrative Assistant to Athletics**

Wheaton Park District

**Contact Name:** Becky Mendenhall

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**Contact Phone:**

**Closing Date:** 2018-04-16

**Salary:** \$50,000.00 - \$60,000.00

### **Description:**

#### GENERAL PURPOSE

This position will support the Director of Athletics and Assistant Director of Athletics and the Athletic Department with a wide variety of day-to-day clerical duties such as typing, filing, use of office equipment, maintaining records, preparing reports and bid documents, process purchase orders, take meeting notes, make travel arrangements, order supplies, and special projects. This position will also maintain a good working relationship with other departments, district partnerships, and patrons.

#### REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Minimum of a high school graduate or GED equivalent with at least five (5) years' experience in general office duties while supporting senior level management and mid-level management. Must be proficient in the use of Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint. VSI software preferred. Must be familiar with the use of general office equipment including a computer, copier, fax machine, phone, etc. Must have good time management skills with an attention to details. Must be able to solve problems specific to the position. Must have good organizational and interpersonal skills. Must be able to effectively communicate in writing and verbally. Must be flexible to manage multiply tasks while remaining calm and effective while under pressure to meet deadlines. Must maintain confidentiality. Must be able to compose reports, letters, etc. using proper grammar and punctuation.

#### ESSENTIAL FUNCTIONS

Attendance is required at worksite as scheduled.

Oversee and follow up with the Athletic Department staff to meet internal deadlines required by other departments and staff.

Establish and maintain open lines of communication with departments and staff to assist in meeting these deadlines.

Assist the department with tasks and projects while maintaining confidentiality as requested.

Maintain the Athletic Team's Outlook calendar with timelines and deadlines of events, projects, etc.

Maintain records and files in a manner that is easy to find by staff.

Assist with the preparation of the annual Athletic budget including input and running reports as requested to meet deadlines.

Assist in creating Statement of Issues for the board reports; and creating and completing Legal Notices and bid documents.

Create and process purchase orders in a timely manner for timely payment to eliminate late fees.

Assist in creating and completing Independent Contractor Agreements and obtaining Certificates of Insurance.

Assist the Athletic departments with clerical support as needed.

Attend meetings as required and/or requested, at times taking notes and distributing them in a timely manner.

Compose professional and effective written communications through email or in letters or reports.

Conduct research using internet resources, phone and/or person-to-person interviews.

Coordinate and develop weekly, monthly and/or daily reports using prescribed formats.

Register staff for seminars, professional classes and/or shows, making any necessary travel arrangements and coordinating details with the Executive Assistant to the Executive Director.

Assist with the development and preparation of the Athletic Department Annual Report and Business Plan using the written word, photos and data to prepare charts.

Purchase office supplies as necessary and maintain working supply of copier supplies.

Assist managers with the interviewing, hiring, training, and termination process of athletic staff in an accurate and timely manner.

Create and maintain individual employee personnel and training folders, equipment training sheets and training system for the department.

Assist with program masters, maintaining the spreadsheets, updating Rec Trac and editing all brochure drafts.

Assist with accounts receivable duties for the Athletic Department.

Assist with all aspect of marketing, program guide and publicity.

**REQUIRED CERTIFICATIONS, LICENSES, ETC.**

Must have and maintain: a valid driver's license with acceptable driving record; and CPR/AED certified or obtain within one (1) year of employment. Be a mandated reporter for the Abused and

Neglected Child Reporting Act.

## PHYSICAL DEMANDS

Must have the ability to: frequently remain in a stationary position for long periods of time and repetitive use of hands/arms/fingers and eyes while using a computer; frequently move about the facility to access staff, files, etc. Rarely move on uneven ground during special events, and position one's self to move items for special events weighing up to 30 lbs. Frequently communicate verbally and in writing with staff, community, and vendors. Position one's self to make minor repairs to office equipment, as necessary from time to time. Must be able to travel to other facilities and locations as needed.

## ENVIRONMENTAL DEMANDS

Must be able to: work in a standard office setting; and tolerate all weather conditions while traveling to other facilities and during events.

## HOURS

8:30am - 4:30pm -- M - F + occasionally after hours and weekends as required.

## SALARY

\$50,000.00 \$60,000.00 per year

## BENEFIT PACKAGE

We have a highly competitive benefits package including: health insurance, life insurance, paid time off (including holiday, vacation, personal, and sick), 457 deferred compensation plan, Illinois Municipal Retirement Fund (pension plan), medical and dependent flexible spending account, facility privileges for employee and employee's eligible dependents, etc.

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/c9fe0d8c-a2ad-4cef-068e-94d8c00456de/apply?source=748708-CS-26822>