



## **PT IMRF Board Secretary & Administration Support**

### **Glen Ellyn Park District**

**Contact Name:** Lynn Wiltfong

**Contact E-mail:** Lwiltfong@gepark.org

**Contact Phone:** 6309427259

**Closing Date:**

**Salary:** \$20.00 - \$23.00/hr. depending on qualifications

#### **Description:**

##### **JOB SUMMARY**

Under the direction and supervision of the Executive Director, the Board Secretary is primarily responsible for providing quality customer service and support to the Board of Commissioners, assembling board packets, attending board meetings and taking minutes, coordinating Board elections, and other projects or assignments related to the Board. Additionally, this position provides support to administrative management staff including the Executive Director, coordinates Director's Updates, and is assigned special projects. Also performs office manager duties to include ordering office supplies, coordinating copier contracts, maintenance, and repairs, maintaining District files, records, agreements, ordinances, and historical documents, managing records retention and destruction initiatives, and mail machine liaison for maintaining the lease, updating software, uploading funds, etc. This position includes frequent interaction with the public and park district staff to assist/advise customers, promote programs, services, and special events, as well as participate and offer support where needed. This person will perform other duties as assigned. This is an at-will position.

##### **EDUCATION, EXPERIENCE, AND TRAINING**

The ideal candidate will be service-oriented and friendly with an outgoing personality and a commitment to the mission of the Park District. Preference would be to have a person who lives in or is familiar with the Glen Ellyn community. Ability to be professional, understanding, and resourceful with a high degree of confidentiality is essential. A high school graduate or equivalent is required with some college preferred. A people person with strong customer service skills and the ability to communicate effectively with staff and the public, someone who wants to serve and assist customers as quickly and completely as possible. Previous office and customer service experience with a high level of attention to detail is required. Prior experience as a Board Secretary and/or familiarity with the Open Meetings Act, FOIA, etc. is highly desired. Solid computer and keyboard skills required with proficiency in MS Office (Word, Excel, and Outlook) as well as database applications. Must be a self-starter who is dependable, flexible, and able to work independently or as part of a team. Solid problem-solving skills with the ability to act calmly and effectively under pressure or in difficult situations. The successful candidate will be resourceful, with effective organizational skills, the capacity to multi-task, and able to project a professional appearance. Must be CPR/AED certified or obtain within 6 months of hire.

The Glen Ellyn Park District is a local governmental agency serving residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. The Park District has 29 parks that are meticulously maintained for the community's use in both unstructured recreation and for programmed events. The Park District operates one outdoor aquatic facility, two recreation centers, three athletic field complexes, 23 playgrounds, two lakes, the Ackerman Sports & Fitness Center, Holes and Knolls Miniature Golf Course, Maryknoll Splash Pad, and the recently renovated Lake Ellyn Boathouse. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our great TEAM!

Hours: 24 – 28 hours per week and every other Tuesday Evening for the Board meeting. Some flexibility with hours and days. This person would be enrolled in the Illinois Municipal Retirement Fund.

Location: Spring Ave. Recreation Center, 185 Spring Ave., Glen Ellyn, IL 60137

To apply please go to: <https://www.applitrack.com/gepark/onlineapp/> and include a resume and cover letter.

For questions contact: Lynn Wiltfong at [lwiltfong@gepark.org](mailto:lwiltfong@gepark.org) OR (630) 942-7259.