



Position Summary: Under the direction of the Director of Parks and Facilities, The Parks Department Administrative Assistant is responsible for a variety of duties including billing, ordering parts, preparing reports, maintaining files, and general office organization.

Essential Job Functions

- Establish and maintain office records and files. Direct other employee in file maintenance procedures.
- Orders equipment parts and supplies and prepares purchase orders.
- Assist in budget preparation and other financial data as necessary.
- Research and inventory Parks and Facilities for use in Asset Management Plan.
- Research vehicle and equipment manufactures maintenance specifications for developing preventative maintenance processes.
- Department scheduling of projects, tasks, procedures, and staff as requested.
- Answers phones, returns calls and makes calls as directed.
- Schedules meetings and other appointments.
- Prepare and proofread standardized and original documents and forms.
- Prepares correspondence, invoices, mailing list and other documents as requested.
- Purchases and maintains inventories, office supplies and equipment.
- Preparation of employee payroll information for further processing.
- Perform other duties as needed for performance of the job.
- Attends safety meetings, assists staff with safety inspection documentation.

Marginal Job Functions

- Follows park district safety procedures.
- Ability to multi-task.
- Demonstrates and supports the park districts mission statement, vision statement and values.
- Performs the job in compliance with park district policies.
- Maintain positive interaction and cooperation with park district staff, other units of government, the public and facility patrons.
- Assist with and/or attend park district special events.
- Serve on various district committees.

Qualifications

- High School Graduate (GED) or equivalent
- Two years business experience
- Secretarial or office coursework preferred
- Knowledge of Microsoft Office products.
- Ability to use basic office equipment including computer, telephone, fax, printer, ect.
- CPR/AED/first aid certification is required within six months of hire.

Work Location:

Park District Maintenance Garage, 100 E Montrose Ave, Wood Dale, IL. 60191

Contact with Others:

Position involves everyday internal and external contacts, acting as a public relations agent for the Department, responsible for interaction with vendors and employees.

Hours of work

Basic work hours will be 3 - 4 days per week in the office for a total of 16 hours per week. Work schedule will be between the hours of 7 am and 3 pm.



Physical and Environmental Considerations

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; crouch, and bend.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors, these conditions include lighting and temperature.

Please submit cover letter, resume and employment application to:
bappler@wdparks.org