

Department: Administration
Reports To: Executive Director
Classification: Full-time, exempt, at will

Summary

The Administration Specialist at Flagg-Rochelle Community Park District supports the Executive Director and Director of Recreation. This role requires a proactive, organized individual skilled in managing complex administrative tasks and coordinating district initiatives. The ideal candidate is deeply committed to community service and effective in facilitating executive operations and communications.

Qualifications

- Experience in fund accounting, insurance, and human resources expected.
- Possess knowledge of administrative techniques, excellent oral and written communication skills, and ability to be extremely detail oriented.
- Proficiency in Microsoft Office Suite, especially Excel and Outlook.
- Experience with recreation software (RecTrac) preferred.
- Valid driver's license required.

Essential Functions

- Is an excellent customer service representative and provides assistance and information to visitors and callers. Assists customers registering for programs and activities; processes POS transactions, issues receipt and reports, reconciles cash drawers. Answers visitor and member enquiries.
- Work with Director of Recreation to build ENGAGE program and 802 Business program as well as special events as needed.
- Perform admin duties as needed and have a clear understanding of facility functions.
- Plans, develops, manages, implements and maintains operation of membership service activities. Manages recruitment and retention of members. Plans member appreciation events and membership specials with Director of Recreation as well as assists with member balances and collections, afterhours communication, and access card qualifications.
- Manages general safety and risk management concerns for all operations, functions, grounds, and facilities. Formulates, implements, monitors, and maintains procedures and records as they relate to loss prevention, safety training, accident/incident investigation, claim reporting and safety inspections. Works closely with the District's Safety Coordinator.
- Responsible for providing administrative support to the Executive Director. Handles details of a highly confidential and critical nature. Collects and prepares information for the Executive Director to use in meetings with organization staff and outside parties. Supports the Board of Directors by providing management support in scheduling, preparing agendas, staffing, preparing minutes, and coordinate Board level committee meetings and functions. Assists with special projects, creating reports, statistical tracking and database management. (OMA trained)
- Responsible for managing the information systems, including computer operations, systems programming, applications programming and networks. Analyzes the systems needs of departments within the organization, establishes priorities for feasibility studies, systems design and implementation of new or modified information procession system. Highly proficient in RecTrac's registration system.
- May assist with a range of general accounting activities which may include compiling, checking and verifying records, preparing invoices and vouchers, posting ledger and general journal entries, and balancing accounts payables and receivables. May verify financial reports and statements. Uses automated office systems to input data, respond to inquiries and generate reports. (works with Business Manager and District Accountants)

Marginal Functions

- Serves as the District FOIA officer
- Assist in program set ups as needed.
- Performs other duties as assigned by supervisor.
- Manage internal communications to ensure staff are informed of important district policies, procedures, and updates.
- Play a key role in planning and executing major district events and initiatives, coordinating with multiple departments to ensure smooth operation.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Safety Coordinator should be responsible for ensuring that all employees follow the established safety rules.

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.

Environmental Considerations

- May be exposed to all kinds of weather conditions.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must take initiative and be able to follow directions from and work with supervisors, and co-workers.

Hours & Wage Range

The position shall be paid every two weeks at an agreed upon salary (\$37,000-\$47,000+ DOQ) and is classified as an exempt employee status. The Administration Specialist will work a minimum of 40 hours per week. However, as a professional employee in administration department of a park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected.

Contact

Send resume to Jackee Ohlinger, Executive Director at johnlinger@rochelleparkdistrict.org.

The Flag-Rochelle Community Park District is an Equal Opportunity Employer.