

Pekin Park District Job Vacancy Notice

Job Title: Recreation Department Administrative Assistant

Division: Recreation Department

Classification: Full-Time Exempt

Salary: \$38,000 – \$42,000

Job Function: Under the direction and supervision of the Superintendent of Recreation, the Recreation Department Administrative Assistant is responsible for facility scheduling and customer service tasks in addition to providing various secretarial duties for the Superintendent of Recreation.

Duties & Responsibilities:

- Coordination of Special Use Agreements for Parks and Facilities to include: handling and processing of applications, scheduling of parks and facilities, obtaining required insurance, coordination of work orders for park staff arrangements, security if necessary, billing, and issuance of permits. Special Use applies to requests other than public use of Park District facilities and amenities.
- Scheduling reservations for Park District programming and community organizations / user groups use of all athletic fields in Mineral Springs Park and the Pekin Sports Complex.
- Scheduling rentals and activities at the Pavilion on the Lagoon and other Recreation Department facilities and amenities.
- Reporting of necessary maintenance needs and repairs to the Pavilion on the Lagoon and other Recreation Department facilities.
- Training and supervision of rental facility janitorial and rental attendant staff.
- Purchasing of supplies according to budget as needed.
- Constant communication with Park District staff and community members of scheduled events, Recreation Department and Park District announcements.
- Participation in special events and projects as needed which includes occasional nights and weekends.
- Assisting the Recreation Department as needed in the Reception Office especially during times when not staffed with part-time Receptionists for customer service, program registrations, processing payments, and other business needs.
- Processing and filing of Recreation Department invoices, payroll, records, and reports.
- Performance of other related duties that may be assigned.

Qualifications: Education and/or Experience Required:

- A high school graduate or equivalent is required with some college preferred.
- One – three years previous office and customer service experience with a high level of attention to detail is preferred.
- Solid computer and keyboard skills required with proficiency in MS Office (Word, Excel, and Outlook) as well as database applications.



Skills, Abilities, Special Licenses or Certificates:

- Work independently and as a team member as assigned.
- Ability to establish and maintain effective working relationships with personnel, other agencies, and the public.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the Pekin Park District.
- Understand and exhibit behavior consistent with stated values of Pekin Park District.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Ability to learn new skills and knowledge.
- Demonstrate decision making, conflict resolution, negotiation, and organizational skills.
- Ability to communicate effectively, verbally, in writing and through presentations.
- Knowledge of Word, Excel, social media and on-line recreation software applications for program registration, facility rental and scheduling.

The Pekin Park District is an equal opportunity employer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position.

Employees holding this position will be required to perform any other job related duties or tasks as requested by management.

Applicants for this position must submit a personal resume with cover letter to: *Shawn Powers*, Superintendent of Recreation, Pekin Park District, 1701 Court Street, Pekin, IL 61554-5199, or by email to spowers@pekinparkdistrict.org. For additional information and/or questions, please contact *Shawn Powers* by e-mail or call 309-353-4319. Position is open until filled.

