



Job Title	Administrative Assistant
Department	Administrative
Classification	Part Time, Non-Exempt
IMRF	No
Position	

POSITION FOCUS

Under the general direction of the Executive Assistant the Administrative Assistant is responsible for providing primary administrative support to the Executive Assistant. May act as Park Board Secretary, OMA, or FOIA Officer when the Executive Assistant is absent.

SUPERVISORY RELATIONSHIPS

Reports directly to the Executive Assistant and indirectly to the Executive Director.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Perform clerical, data entry, filing and administrative support as assigned by the Executive Assistant including, but not limited to, preparing memorandums, agendas, reports, correspondence, and any public notices in compliance of the Open Meetings Act.
2. Coordinate and communicate with Executive Assistant on projects, initiatives and priorities and provide status reports on completion of assigned tasks.
3. Assist to maintain the official records and related records management duties for ordinances, resolutions, contracts, agreements and state statute related documents, as directed.
4. Serve as a backup recorder for all Park District board meetings, board workshops, and Department Head meetings. Assist in preparation of meeting minutes.
5. Act and serve in absence of Executive Assistant, as an appointed Freedom of Information Act (FOIA) officer in accordance with Illinois Freedom of Information Act and Public Act 96-542; assist in response to requests and maintenance of FOIA files.
6. Serve in the absence of the Executive Assistant as the appointed Open Meetings Act (OMA) Officer, performing all necessary duties to ensure the District maintains diligence and compliance with relevant laws and requirements.
7. Support and serve as a secondary point of contact for the Administrative Department and office of the Executive Director.
8. Prepare, assemble, and distribute Board packets to Park Board of Commissioners, media, and staff as directed and within the required deadlines.
9. Assist Executive Assistant in publishing all legal notices relative to requirements including but not limited to public hearings and tax levy and prevailing wage.
10. Assist Executive Assistant to organize and maintain property acquisition files, as well as property tax exemption files.
11. Provide Executive Director with monthly staff anniversary and birthday lists.

Administrative Assistant Part Time

Created and Approved: 5.2019

Revised and Approved 5.2026

12. Coordinate with the Executive Assistant to manage, track, and distribute Park District donation certificates.
13. Assist Executive Assistant with updates to policy manuals and various strategic plan documents and files as requested.
14. Perform any other similar or related Park District duty as required or assigned.

SECONDARY RESPONSIBILITIES

1. Compile relevant information and appropriately forward public inquiries and concerns to the Executive Assistant and/or corresponding departmental staff, as directed.
2. Assist in the preparation and filings of the Cook County and State of Illinois including, but not limited to, tax exempt property, prevailing wage, tax levy, and tax abatement, annual audit, Treasurer's Report and others as requested.
3. Build and maintain positive relationships with patrons, employees and the general public.
4. Periodically coordinate invitations to Park District events.
5. Coordinate and manage food and beverage order and needs for various staff and board meetings, workshops and retreats, as required.
6. Maintain a neat and orderly work environment.
7. Be familiar with and follow established District policies and procedures and conduct self in accordance with same.
8. May be requested to respond to emergencies.
9. Fulfill the Park Districts mission and vision by acting in the best interests of the Palatine Park District, fellow employees and patrons.
10. Efficiently and diplomatically respond to public inquiries, complaints or compliments in a timely manner.
11. Participate as a team member of the District to provide and improve services to the community, as well as, providing excellent internal and external customer service.
12. Participate in internal and external committees, task forces, meetings, trainings, and professional development opportunities.

EDUCATION, EXPERIENCE, AND TRAINING

- High School diploma, associate degree preferred.
- Two (2) years' experience in clerical administration or related field.
- Public Notary preferred.
- OMA and FOIA training.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment drug screen.
- Ability to travel between park district sites, mileage to be reimbursed by park district for personal vehicles.

- Proficient in Microsoft Word, Excel and Power Point required.
- Attain (within six (6) months of employment) and maintain notary public certification.
- High-level interpersonal skill to manage sensitive, confidential, and non-routine situations.
 - Requires demonstrated poise, tact, and diplomacy.
- Ability to follow directions, multi-task, troubleshoot, problem solve, meet deadlines and effectively communicate verbally and in writing.
- Excellent organizational skills.
- Excellent and continual attention to detail in composing and proofing materials.
- Ability to prioritize and resolve differences and situations that arise with patrons and community volunteers.
- Ability to schedule and manage time effectively.
- Ability to work independently with initiative.
- Approach duties and lines of responsibility with enthusiasm.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, sixteen (16) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an indoor, smoke-free environment with controlled temperatures and LED/fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of sitting at a desk and working on a computer.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and printer.
- This position moves occasionally about the office to access files, printer, and cabinets.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

APPROVAL SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent
Superintendent/
Director Signature: _____ Date: _____



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Department	Administrative
Classification	Part Time, Non-Exempt
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Job Title: Administrative Assistant
Department: Administrative
Classification: Part-time, Non-Exempt
IMRF Position: No



Job Title Administrative Assistant
Department Administrative
Classification Part Time, Non-Exempt
Salary Range X
IMRF Position No

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities, and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increase to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____ d have had an opportunity to review the copy of my job description.



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Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____