



EXECUTIVE ASSISTANT

Position:	Executive Assistant
Department:	Administration
Reports to:	Executive Director
Location:	Ogle Admin. Office (in Buchanan Park)
Status:	Full-Time Hourly
Hourly Wage:	\$25.53-\$36.66 hourly (hiring range: \$25.53-\$31.09)

Nature of Work

Under the supervision of the Executive Director, this position is responsible for performing a variety of confidential, complex and sensitive administrative duties requiring knowledge of policies and procedures, and the use of independent judgment. This position provides day-to-day operational support; not limited to Board meeting preparation, minute-taking, while also acting as a liaison with District departments, and the general public.

Essential Functions

- Performs a wide variety of sensitive and administrative support duties for the Executive Director and Board members; including but not limited to preparing, coordinating and organizing multiple reports, contracts, correspondence, and various statistical and budgetary-related documents and special projects.
- Attends Board meetings; records proceedings and prepares minutes for official approval; while also maintaining required records, posting and distributing appropriate Board communications to Board Members, staff, and the Community as required by law.
- Coordinates committees and advisory board activities with District staff and citizen participants; while also notifying interested and affected parties.
- Coordinates Board agenda; prepares board packets and distributes them in an accurate and timely manner.
- Oversees, prepares, and directs various legal responsibilities by responding to open records requests, submitting required legal filings to governmental agencies.
- Works closely with the Executive Director and legal counsel on required contract updates and approvals; while creating and maintaining the contract database.
- Maintains District documents, files, and records to include all originals of District contracts, grants, Intergovernmental Agreements, District minutes, resolutions, and internal district documents (i.e. phone lists, birthday lists, team building and trainings) etc.
- Manages annual compliance of special district statutory deadlines as required by state statute.
- Greets visitors, answers main administrative telephone line, and responds to and directs citizen inquiries.
- Manages supply inventory, and works closely with the Facility Operations Manager to coordinate any necessary maintenance for administrative office.
- Sets up Management, Supervisory and District wide meetings on behalf of the Executive Director.



- Assists in the preparation of the administrative annual budget, while also compiling info for the monthly operational board reports.
- Provides historical references by defining procedures for retention, retrieval and disposal of records.
- Coordinates and oversees community events such as community forums, and Board of Directors election polling sites.
- Supports and attends District-wide events and community activities as assigned.
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- Work on projects as assigned.
- This position requires, at times, flexible hours including evening meetings.
- May perform on-call duties as required.

Illustrative Examples of Duties

- Compose, type, and edit a wide range of correspondence, memos, reports, forms, and other items accurately and completely.
- Take detailed notes on a laptop computer during Board meetings and provide accurate minutes for these meetings.
- Maintain accurate and detailed records, verifies accuracy, and researches past records.
- Compile, research, codify, and maintain department documents.
- Compile and prepare complex reports and handle confidential files and materials.
- Prepare for and organize meetings as necessary, ensuring availability of rooms, equipment, materials, food/refreshments, etc., as requested or otherwise deemed necessary.
- Perform special projects of an administrative, technical or confidential nature as requested.
- Assist the public in person, on the phone, and via email/fax by providing information related to area of responsibility and refers individuals to appropriate individual or department.
- Research and answer routine questions related to all aspects of the District.

Skills

- Must be proficient in the use of computers, including google products, and Microsoft Office Suite of software products, and basic office equipment
- Must be able to perform at the mastery level in typing, filing, grammar, communications and public relations skills; and other general secretarial skills.
- Skilled in organization and time management along with being detail-oriented.
- Must possess strong interpersonal, decision-making and relationship skills.
- Able to maintain courteous and effective working relationships with the public, county departments, co-workers and other agencies.
- Highly defined focus towards both internal and external guest service.

Knowledge

- Thorough knowledge of modern principles, methods, practices and equipment relating to the functional areas of responsibility.
- A general knowledge of project management.
- Knowledge of general facility operations, including but not limited to, operational standard operating procedures and budgeting practices and procedures.



- Knowledge of records retention guidelines, procedures and organizational methodologies.

Abilities

- Ability to maintain a high level of professionalism.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze and interpret data using computers and any applicable software.
- Ability to prepare clear, concise reports, studies, memorandums and statistics.
- Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations, community agencies and the general public.
- Ability to use discretion and keep information confidential.
- Ability to work in a fast-paced, multi-tasking environment for more than three people at a time.
- Ability to exercise tact and courtesy in frequent contact with the District of various levels of authority and influence and the general public.
- Ability to have transportation for small District errands, posting notices, meetings, etc.

Required Training, Experience & Qualifications

- Associate Degree in Business, Administrative Services, or Office Management; or comparable experience preferred.
- A minimum of three years of secretarial experience. One to three years' executive secretarial experience preferred.
- Requires a level of knowledge and ability to independently accomplish tasks or projects of typical complexity in a consistent and accurate manner and in a variety of situations.
- Have CPR and first aid certification or obtain shortly after hired

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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