



**Collinsville Area Recreation District
Job Description: Administrative Assistant**

Department: Administration

FLSA Status: Hourly

Immediate Supervisor: Executive Director

Salary Range: \$13.00 - \$16.00

Supervises: NA

Classification: 30-40 Hrs/Week

JOB SUMMARY

Under the supervision of the Executive Director the Administrative Coordinator is responsible for providing general support to the Executive Director and Finance Coordinator, assisting with achievement of the goals and objectives of the Park District.

SPECIFIC DUTIES

- Works closely with and under the direct supervision of the Executive Director.
- Assists the Executive Director with various District Administrative tasks, such as: scheduling, construction planning and implementation, financial management, policy development and implementation, writing routine correspondence, staff training, public presentations and other tasks as assigned or directed.
- Completes assigned reports, projects and research studies in a timely manner.
- Composes, designs, proof reads and distributes general correspondence, memos, charts, graphs, marketing materials, business plans, etc. Compose and type correspondence, reports, and other administrative documents on behalf of the Executive Director as required.
- Serves as meeting recorder and processor for Board meetings, staff meetings, and other meetings as necessary and/or assigned.
- Prepares, organizes and files all administrative records including bids, ordinances and resolutions, board meeting minutes/files, and assists in filing records of the district with the appropriate county offices.
- Assists with the development and implementation of appropriate operating procedures to provide quality customer service, in accordance with the district policy.
- Prepares and maintains personnel files and paperwork in compliance with state regulations.
- Recommends, develops, and maintains human resource data bases, computer software systems, and manual filing systems.
- Assists with data entry and maintenance of financial reporting systems.
- Assists Finance Coordinator with accounting and payroll functions, including:
 - a. Maintenance of vendor files.
 - b. Processing of requests for payment (invoices, refunds, etc).
 - c. Maintaining accounts receivable billings and enters credits and payments.
 - d. Prepares bank deposits and maintains and executes subsidiary records and system

entries.

- e. Processing of bi-weekly payroll and W-2's.
 - f. Updating and maintaining current and historical payroll records.
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program.
 - Observes and reports unsafe conditions and/or issues to supervisor.
 - Performs other duties as assigned by supervisor.

QUALIFICATIONS

1. Bachelor's degree with a concentration in business administration, human resources, public administration or a related field preferred.
2. Minimum of three (3) years comparable work experience preferred.
3. Proficient with Microsoft Office Operating systems (Excel, Word, and PowerPoint) required.
4. Strong knowledge and experience in the use of office equipment.
5. Excellent written and verbal communication skills.
6. The ability to interact with all levels of employees.
7. The ability to work independently and as a member of a team, efficiently and with attention to detail.
8. Must be able to demonstrate integrity, good judgment, discretion and the ability to think and work independently with minimal supervision.
9. Be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening.
10. Valid State of Illinois Drivers License

** Occasional evening and weekend work may be necessary.*

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

OTHER BENEFITS

- Health Insurance
- Dental Insurance
- Life Insurance
- Paid Holidays
- Illinois Municipal Retirement Fund
- 457 Deferred Compensation Program
- Continuing Education opportunities
- Professional Involvement opportunities