



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT STAFF- DAVIS SERVICE CENTER

DEPARTMENT: Parks and Planning

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for performing a variety of clerical support tasks and for assisting the Operations Supervisor – Trades

SUPERVISORY RELATIONSHIPS

- Accountable to the Operations Supervisor – Trades

ESSENTIAL JOB DUTIES

- Assists with Brightly Asset Essentials reporting, entries and, work order processing
- Answers the telephone, emails, and responds to inquiries from vendors and the public
- Assists with the time and attendance system data entry, error correction, time off entries and timecard verification
- Uses the A/P system to process purchases made by staff
- Composes, types and edits a variety of documents including letters, memos, spreadsheets, etc.
- Orders and maintains a supply of office supplies
- Maintains accurate records and files
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential
- Assists in preparing plans, specifications, bid documents, and estimates for park and facilities repairs
- Assists in preparing permits, records, and reports for construction and other special projects
- Assists in preparing design development drawings and illustrations for presentation purposes
- Assists in preparing estimates and quotations for park and facilities repairs
- Assists in preparing budgets for park planning activities
- Assists in community events and volunteer projects related to park development
- Assists in preparing board summaries, monthly reports, and periodic and special reports

SECONDARY JOB DUTIES

- Submits requests for uniforms, safety boot, and safety glasses reimbursement for service center staff

REQUIRED KNOWLEDGE

- Good knowledge of general office procedures
- Good knowledge of customer service standards
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Demonstrated computer proficiency, including Microsoft Office Suite, with the ability to adapt to and learn new systems and applications as needed. Ability to follow written and oral instructions
- Ability to maintain positive and effective working relationships with other supervisors and employees
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government
- Ability to work independently in day-to-day operations with general direction of the Parks Operations Supervisor
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to communicate effectively with fellow staff and the public both orally and in writing

- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials
- Capacity to utilize computer skills, including demonstrated proficiencies in word processing and basic spreadsheet applications
- Ability to accurately complete basic math and computation
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality

EDUCATION, EXPERIENCE AND TRAINING

- High school graduate or G.E.D. Certificate
- One to two years of clerical or general office experience preferred
- Or, any equivalent combination of education, experience and training

HOURS

- Monday through Friday, up to 28 hours a week, with work hours designated by the Director of Parks and Planning
- Overtime, and additional hours, as required

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when working on computer keyboard, calculator, etc.
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in paper boxes, storage boxes and other supplies.
- Occasional exposure to natural and potentially extreme weather conditions while attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Ability to work extra hours to accomplish and complete high volume of work

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/1984

Revision Approved – 10/13/1987, 8/1/1990, 3/24/98, 6/08/2004, 8/27/2010, 11/1/2013, 03/05/20201

Reviewed – 2/5/2001, 3/23/2006, 9/10/2008, 4/2/2026



Executive Director