

Job title: Administrative Assistant (Full Time)

The Administrative Assistant assists the Executive Director with the day-to-day routine office duties as well as assists the Recreation Director with supervision and monitoring of recreation programs.

Job description:

See Attached Job Description for Administrative Assistant.

Benefits:

- IMRF
 - Employees who work in Harrisburg Township Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security.
- Annual Bonus
 - Amount determined each year during Budget preparation
- Personal Time
 - 3 personal days each year
- Paid Sick Leave
 - 7.5 hours per month
- Paid Vacation
 - 0 – 2 years of service employees earn 7.5 vacation hours per month (12 days per year)
 - 2 – 5 years of service employees earn 9.375 vacation hours per month (15 days per year)
 - 5+ years of service employees earn 11.25 vacation hours per month (18 days per year)
- Holidays
 - Harrisburg Township Park District observes the paid state holidays for all full-time employees as determined by Central Management Services Observed Holiday Schedule.

Salary:

The Salary for Full Time Administrative Assistant may fall in the following range:

- Minimum \$30,000.00 to Maximum \$35,000.00

Workday:

All full-time employees will work a 7.5-hour workday (37.5-hour work week).

Administrative Department: 8:00 AM to 4:00 PM (½ hour lunch break)

Contact/application information:

To be considered for the Full Time Administrative Assistant position, please submit the following items in person to Blake Emery or email bemery@harrisburgpark.net by Friday, March 14, 2025:

- Cover Letter
- Resume
- Preliminary Interview Questionnaire (See Attached)
- Application (See Attached)



If we accept your application, we'll be in touch to schedule an interview for the week of March 17th.

Administrative Assistant – Preliminary Interview Questionnaire

Position Title: Administrative Assistant – Full Time

Applicant Name: _____

1. When would you be able to start working full time?
A. Immediately B. by April 14, 2025 C. later than April 14, 2025

2. Have you ever held a similar job position? A. Yes B. No

3. What computer software are you proficient with?

4. What office equipment are you familiar with?

5. Have you ever been the person responsible to handle bookings/appointments?
A. Yes B. No

6. Have you ever been the person responsible to make bank deposits?
A. Yes B. No

7. Have you ever worked where you have to interact with the public? A. Yes B. No

8. Have you completed any relevant educational / training courses? A. Yes B. No
If Yes, Please List the courses:

9. Please list any relevant certifications you hold:

Harrisburg Township Park District
Administrative Assistant



Job Title: Administrative Assistant
Classification: Full-Time, Salary

POSITION FOCUS

The Administrative Assistant assists the Executive Director with the day-to-day routine office duties as well as assists the Recreation Director with supervision and monitoring of recreation programs and their supervisors and instructors. This position also assists the Maintenance Director with administrative tasks as needed. This is a multi-task position as it requires management and administrative duties. This position requires someone who works cooperatively and effectively with the public and other employees in a busy and sometimes stressful office environment.

SUPERVISORY RELATIONSHIPS

The Administrative Assistant reports directly to the Executive Director.

ESSENTIAL JOB DUTIES

- Assures that the public is greeted in a prompt, warm and service-oriented manner.
- Customer service activities include, but are not limited to: processing complaints from concerned citizens, receipting various monies and payments, processing various applications and permits, and providing general front counter assistance and telephone call coverage.
- Must have strong communication skills with strong telephone skills.
- Provides direct assistance to the Executive Director, Recreation Director, Maintenance Director and the Park Board.
- Primary manager of the daily revenue from rentals, registrations, fees, and miscellaneous income. Includes making deposits at local bank and reporting to Executive Director.
- Assists with bookkeeping duties as directed by the Executive Director.
- Responsible for processing petty cash.
- Ability to calculate figures and amounts for daily balancing of the petty cash and cash drawer. Ability to calculate customer billing costs as required.
- Compose and type letters, memos, correspondence, and reports.
- Manages online website and social media as directed by the Executive Director.
- Maintain extensive filing systems and files paid invoices and all various revenue source's billings.
- Greet visitors to the Park Office, answer phones, provide routine information and direct to appropriate individual, and open, sort and distribute incoming mail.
- Assist public with use of rentals, program information and registrations, etc.
- Efficient with Park District computer software to perform daily tasks such as:
 - Scheduling Park Shelters
 - Scheduling Community Room use
 - Scheduling Ball Field / Facility use
 - Registrations for various Park District Programs
- Assists the Recreation Director with supervision and monitoring of Recreation Programs and their supervisors and instructors.
- Purchases and takes inventory of kitchen and cleaning supplies.

- Daily routine office duties as needed.
- Routine Park Main Office and Community Room cleaning as needed.
- Prepare flyers or handouts for various Park District Programs or Activities as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

GENERAL OFFICE DUTIES

- Responsible for preparing information placed on marquee sign.
- Responsible for preparing shelter postings in display cases.
- Daily responsible for answering phone and assisting walk-ins.
- Purchases kitchen and restroom supplies as needed.
- Assists with bookkeeping, timekeeping, deposits, and other bookkeeping duties to assist the Executive Director.
- Files previous months paid invoices and deposits.
- Updates website and social media and keeps current with Park news and activities.
- Responsible for utilizing Park scheduling software. Keeps it updated and instructs other staff members as needed. Primarily used for shelter, field, and other facility scheduling.
- Primary person in charge of the Community Room schedule for programs and events.
- Coordinates with pool staff for pool operations as needed.

CERTIFICATIONS

- Notary Public

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Harrisburg Township Park District Employment Application

Harrisburg Township Park District considers applications for all positions without regard to race, color, religion, sex, national origin, disability, sexual orientation, citizenship status, or any other legally protected status.



APPLICANT

Name _____ Age _____

Date of Birth _____ Soc. Security # _____

Contact Phone _____ Drivers' License Number _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Special Assistance or Accommodation Needs _____

POSITION APPLIED FOR

Position: Administrative Maintenance Pool Date of Application: _____

For Lifeguards: American Red Cross Lifeguard Certification Yes No Expires: _____

GENERAL

Have you worked at HTPD before: Yes No If Yes, give dates _____

Are you able to work: Full-Time Part-Time Temporary Seasonal

Do you have any friends/relatives who work here? Yes No If Yes, who? _____

Have you ever been convicted of a felony or misdemeanor? Yes No

You will not be automatically disqualified from employment if you answer yes

EDUCATION

High School: _____ From: _____ to _____

Did you graduate? Yes No

College: _____ From: _____ to _____

Did you graduate? Yes No Degree: _____

Other: _____ From: _____ to _____

PERSONAL REFERENCES

Please list 3 personal references: (Do not list relatives, Harrisburg Township Park District Employees or Commissioners)

One

Two

Three

Name: _____

Company: _____

Address: _____

Phone: _____

MILITARY SERVICE (U.S. ARMED FORCES OR NATIONAL GUARD OR RESERVES)

Branch: _____ From: _____ to _____ Rank: _____

EMPLOYMENT HISTORY

	One	Two	Three
Company:	_____	_____	_____
Address:	_____	_____	_____
Phone:	_____	_____	_____
Job Title:	_____	_____	_____
Supervisor:	_____	_____	_____

May we contact your previous supervisors for a reference? Yes No

AUTHORITY TO SIGN AND ACKNOWLEDEMENT

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Harrisburg Township Park District that such employment with the Harrisburg Township Park District is "at will", for no specified duration and may be terminated by Harrisburg Township Park District at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of Harrisburg Township Park District or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the Harrisburg Township Park District other than the Board of Commissioners has any authority to enter into an individual contract of employment with you, and any such contract must be in writing.

In consideration for employment with Harrisburg Township Park District, if employed, I agree to conform to the rules, regulations, policies and procedures of the Harrisburg Township Park District at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Harrisburg Township Park District business, attendance and punctuality are considered essential requirements of every job and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the Harrisburg Township Park District, I may be required to submit to pre-employment tests and background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Harrisburg Township Park District and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for 90 days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

By signing below I certify, under oath, that I have never been convicted of a child sex offense or found to be a child sex offender. If I am convicted of or found to be a child sex offender, I will immediately disclose the conviction or finding to the Harrisburg Township Park District.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

If Under Age 18, Parent(s) or Guardian(s) Signature(s): _____ Date: _____