



# METAMORA PARK DISTRICT

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(309) 367-2932

Metamoraparks.org

214 E Partridge Metamora, IL 61548

**Administration Assistant:**  
(10-15 hrs. per week)

**Reports to:**  
Executive Director

## **Nature of Work:**

Work includes organizing, planning, and executing tasks as given by the Executive Director and Park Board. 10-15 hrs a week will be in the Park Office and tasks will be completed at that time (Apr-Sept is 15 hrs per week and Oct-Mar is 10 hrs per week). Work is performed under the direction of the Executive Director.

## **Job Functions (other related duties may be assigned):**

- Coverage of open office hours
- Phone calls and voicemail messages
- Collect and handle incoming postal mail
- Serve as FOIA officer & handle FOIA requests
- Registrations
- Reservations
- Pool passes/lessons/punchcards
- Payments and refunds
- Handle website updates
- Employee/bills filing
- General filing
- Make board packets for consent agendas/meetings (electronic & hard copies)
- Clean the office
- Order supplies for office/parks/pool
- Scheduling classes at times /office schedule/ rentals
- Maintain google calendar (availability of BPP & office & parks)
- Trips to county courthouse
- Event preparation & attend/work events
- Secretarial duties, including:
  - Create, share, finalize and post agendas & notices as required
  - Take minutes at meetings, record meetings
  - Maintain all files for meetings
  - Maintain ordinance records
  - FOIA, OMA and Stmt of Econ Interest records
  - Serve as election official

## **Job Location and Equipment Operated:**

Duties are performed primarily in an office setting in Metamora, Illinois. Operate standard office equipment to include computer, laptop, calculator, copy machine, telephone, office software, etc.

## **Job Hours:**

Office Hours will be set each quarter with the Executive Director based on season. Must attend all park meetings as well (second Wednesday of the month at 7pm). Also any extra meetings each month or special events where help is needed.

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of administrative practices, philosophy and principles relating to park recreation and office management.
- Ability to be self-driven, organized and work under time constraints and pressure.
- Must be reliable and provide references.
- Proactive and have good personal skills with the public.

## **Desired Qualifications**

Experience working with the public in an office environment and experience providing the knowledge, abilities, and skills above.