



Bringing People and Nature Together

Forest Preserve District

OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433
815.727.8700 / fax 815.722.3608
ReconnectWithNature.org

CORY S. SINGER, President
DONALD GOULD, Vice President
DEBORAH A. ROZAK, Secretary
LAURIE MCPHILLIPS, Treasurer
MARCELLA M. DEMAURO, Executive Director

POSITION ANNOUNCEMENT

Administrative Assistant to Division Director

The Forest Preserve District of Will County is accepting resumes for an Administrative Assistant to Division Director for the Finance and Administration Division. This position facilitates and manages the day to day information flow of the Finance and Administration.

The Administrative Assistant to Division Director's position is a grade 9, with a starting salary of \$30,271.00 - \$35,824.00, commensurate with experience. See attached Job Description outlining duties, skills, abilities, training, experience and working conditions. Applicant must reside in Will County within six months of hire date. Resumes will be accepted until March 25, 2011.

Application procedure: Send a cover letter describing your interest and a resume to:

Donna Suca, Human Resource Coordinator
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5667 (desk)
815-722-3608 (fax)
dsuca@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Superintendent of Public Affairs, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov/diversity

**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT TO DIVISION DIRECTOR
DEPARTMENT: FINANCE AND ADMINISTRATION
FLSA STATUS: EXEMPT **DATE: 2008**
LOCATION: SUGAR CREEK ADMINISTRATION CENTER

BASIC FUNCTION

With minimal supervision and direction, provides a high level of administrative support to the Director of Finance and Administration, and supervisory staff. Performs complex, at times confidential, clerical, administrative, special projects, procedural, and process activities.

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Director of Finance and Administration

Supervises:
None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes and prioritizes daily work requests for completion by requested date.

Organizes, prepares or assists with correspondence, memos, professional service proposals, bid packets and other legal documents for public availability/distribution as provided by staff.

Take and transcribe dictation of letters, reports, memoranda and statements, and use a dictaphone to create transcriptions of meetings.

Organizes and maintains appropriate division or departmental files (hard and electronic). Creates, tracks and maintains data within various division or departmental databases such as equipment, professional memberships and subscriptions.

Collects data and prepares reports for distribution.

Makes arrangements for routine and special meetings, travel and conferences.

Maintains administrative calendars, appointment books and prepares printed/electronic meeting materials as requested.

Performs copying and printing requests.

Arranges for FEDEX and UPS pickup.

Prepares and distributes required public notices for meetings of advisory committees, commissions and partnerships. Reviews public communications to ensure accuracy and compliance with policies and standards. Prepares and distributes meeting agendas and minutes, and maintains official records of referenced groups.

Assesses, researches situations/issues and compiles information as needed to assist in project development or implementation.

Maintains address and telephone number lists of key or frequently contacted individuals or contacts in the forest preserve/parks management field. Maintains and updates staff address & phone roster, emergency phone numbers, etc.

Prepares purchase requisitions, orders office supplies and maintains adequate supply inventory. Coordinates with vendors for the design and ordering of business cards and division uniforms.

Schedules use of District facilities for Division staff.

Provides back-up clerical and administrative support to the Executive Director's Office and substitutes for the Executive Director's Administrative Assistant upon request.

Transmits messages to and from various divisional employees, including written work directions from managers to supervisors or employees.

Serves on District and Divisional teams and workgroups charged with special projects related to annual initiatives, work plans or special event assignments.

Makes contacts (individuals, organizations, agencies, vendors) to assist in the development of programs and projects.

Assists with programs and special events as needed.

Assist Human Resource Coordinator with processing payroll, assist Volunteer Supervisor and Sponsorship Manager as assigned.

Assist Accounting Specialist with collecting and recording data for the annual audit.

May provide support to District Board members or executive staff upon request.

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Effective communication skills, both orally and in written form.

Ability to simultaneously manage multiple projects both small and large and both internal and with external partners.

Abilities that promote the Values of the District: teamwork and building positive relationships; initiative; decision making, judgment, and accountability; attitude, temperament, and courtesy; preparation and organization; safety; innovation, application, and creativity; and commitment.

TRAINING AND EXPERIENCE

Education: Associates Degree in Business Administration or related field, or equivalent

Experience: Minimum 2 to 3 years of clerical and receptionist experience, with knowledge of the use and care of standard office equipment. Must be able to work with other people and present oneself in a clean and professional manner, being polite and courteous at all times.

Certifications: None

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: Work requires regular speed and accuracy for most of the working day.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Typical working conditions found in most administrative work areas.

Hazards: Negligible. Little or no exposure to hazards.

OTHER INFORMATION

This is principally a sedentary job which requires a sighted individual (i.e., vision corrected to 20/20) for extended computer usage and requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for direct [or telephone] contact with the vendors, employees and the public. Significant typing duties require sufficient manual dexterity to type at a speed of a minimum of 60 words per minute. The personal communications nature of this work also requires an individual who possesses good auditory memory and discrimination skills and significant interactive communication skills.

Applicants should possess knowledge of modern business office practices and procedures; some knowledge of business English, spelling, punctuation, grammar, format and rules of correspondence. Ability to operate computer systems such as Office Professional (Excel, Word, Access) and have some experience with design and layout.

Demonstrated ability to type quickly and accurately; ability to learn processes applicable to the type of clerical work performed in the District; ability to express oneself clearly and concisely; ability to understand and follow oral and written instructions; demonstrates good communication skills and an ability to communicate effectively with a wide range of audiences.

PAY RANGE AND ANNUAL SALARY

Pay Range:	Grade 9
Minimum:	\$ 30,271.00
Midpoint:	\$ 35,824.00
Maximum:	\$ 41,377.00