



EMPLOYMENT OPPORTUNITY

P/T ADMINISTRATIVE ASSISTANT VI

THE POSITION

Under direction of the Director of Planning and Maintenance, this position assists with the operations of the Park District's Planning and Maintenance Department to perform a variety of functions, including clerical, data input, contract service and utility monitoring, document preparation, assists with public inquiries and information, assist with special Park District events and projects, and other related duties as assigned. The ideal candidate must be proactive, solution oriented, flexible, possess excellent written and verbal communication skills, and have the ability to prioritize and work independently in a fast-paced environment. The average work schedule is estimated at 24 hours per week on a fixed schedule to be determined at the time of employment.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to: Monitoring and updating the District's Inform and cellular telecommunication contract; assisting with the purchase and procurement of materials and supplies; coordinating and assisting with Park District events and projects; assisting in the preparation of documents and printed materials; answering District telephone; operating computer and other office machines; work closely with department Administrative Secretary and assisting with typing, data entry, filing, and distribution of printed materials. In addition, the position may be required to temporarily take over front office duties in the absence of the department's Administrative Secretary. The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Graduation from high school or equivalent required. Two (2) years of general clerical / administrative and typing experience in a public agency preferred. Requires a basic working knowledge of administrative and clerical office procedures, and proficiency in the use of computer and computer software. Experience using Word, Excel, Outlook, and typing speed of 40+ wpm with accuracy desired. A valid California driver's license with good driving record required. Position requires the ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadline, exercise good judgment in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, communicate effectively, and maintain professional, constructive and cooperative working relationships with vendors, the public and co-workers.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting 70% of the time and standing and/or walking 30% of the time, occasionally on rough or uneven terrain. Requires occasional lifting, carrying, and/or pushing/pulling loads up to 25 pounds; some bending and climbing stairs; occasional kneeling/squatting, reaching overhead/stretching. Position requires the operation of motor vehicle, computer and other general office equipment.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.